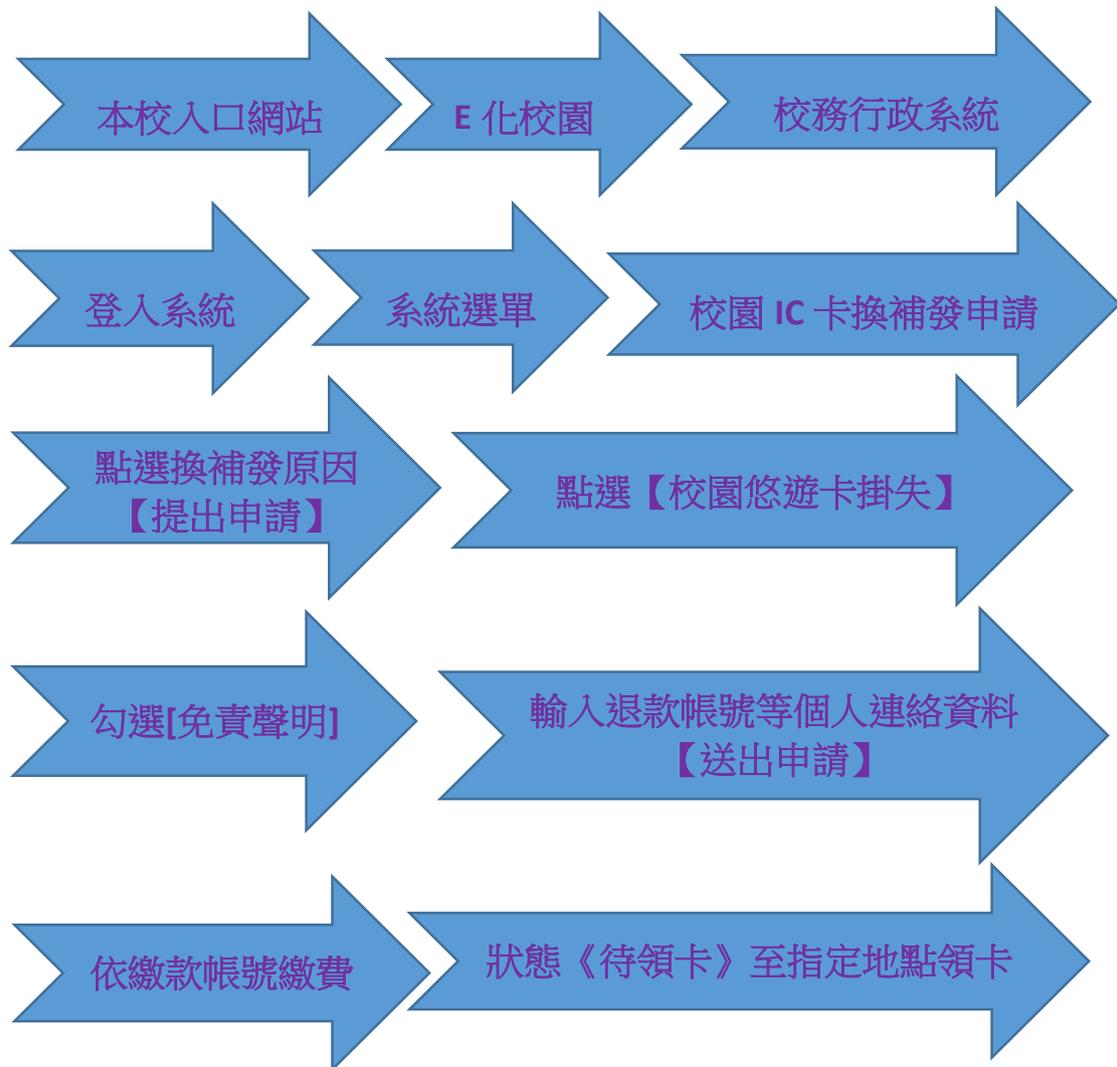


國立嘉義大學  
校園悠遊卡換補發及掛失退款申請操作說明



※校園 IC 卡換補發申請作業《原換補發申請流程不變，結合校務系統單一認證登入，增加點選「校園悠遊卡掛失」→點選換補發原因[提出申請]後→才可點選「校園悠遊卡掛失」→勾選[免責聲明]→輸入退款帳號等個人連絡資料→送出申請→繳費→狀態《待領卡》至指定地點領卡。

※「校園悠遊卡掛失」因結合票證功能，務必連線悠遊卡公司，線上掛失申請止付及退款或停卡，發卡前(未製卡或取消前或掛失前)，都可點選「校園悠遊卡掛失」。

※請依畫面說明方式及系統產生之繳款帳號繳費。

## ◆ 截圖操作說明



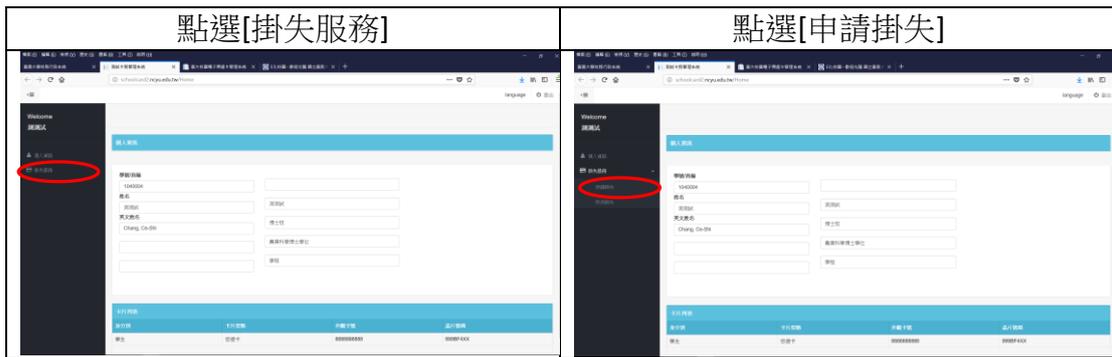
### ① 點選換補發原因[提出申请]



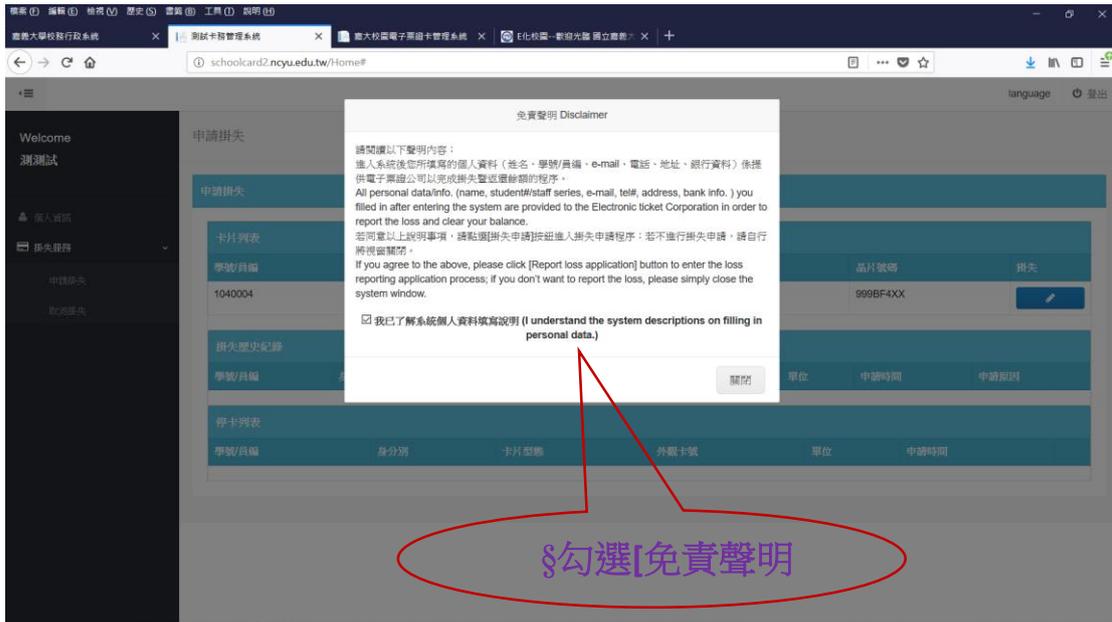
### ② 點選「校園悠遊卡掛失」



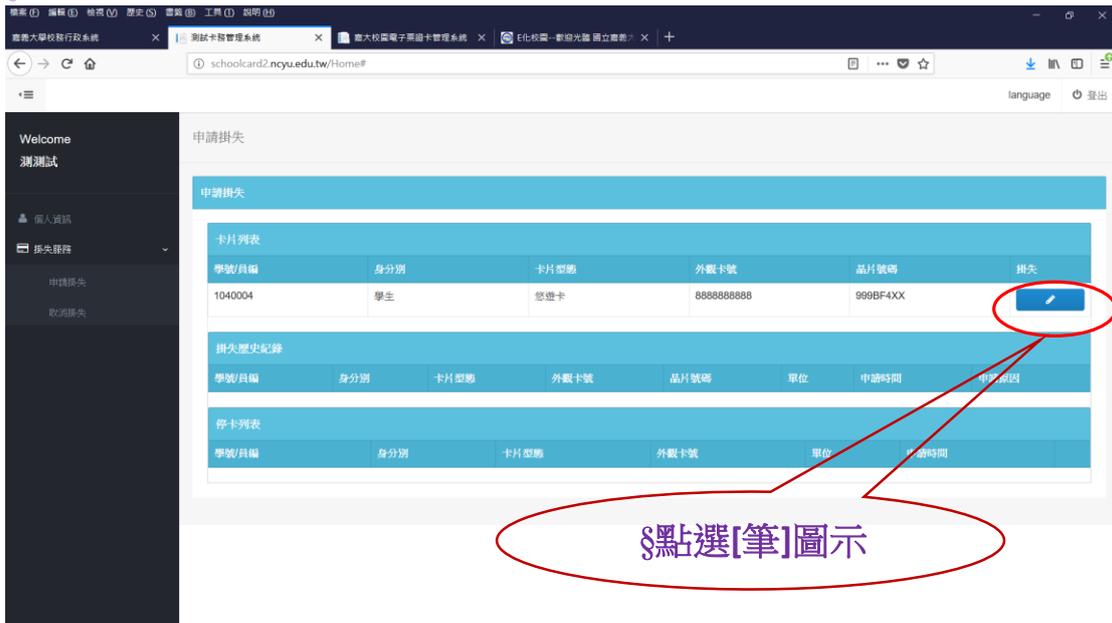
## ◆「校園悠遊卡掛失」截圖操作說明



### §勾選[免責聲明 Disclaimer]



### §點選[筆]圖示



## §輸入退款帳號等個人連絡資料

申請資訊

待印個人資訊不正確  
如登入掛失系統時看到的個人資訊不正確,但卡片已遺失請點選「掛失」, 後續請洽身分管理單位確認個人資訊(教務處/人事室)。  
當管理單位更正資料後,次日請重新登入掛失系統,確認個人資訊無誤後,至申請掛失項目下的停卡列表點選「確實確認」。  
學生證補發:如屬於須事先繳費項目,發卡中心於收到傳真訊息後將立即印刷新卡。  
If the personal information you see when logging in to report the system is incorrect, but the card has been lost, click "Terminate".  
Follow-up please contact the identity management unit to confirm personal information (Office of Academic Affairs/ Personnel Office).  
When the management unit corrects the data, please re-login the report loss system the next day. After confirming that the personal information is correct, go to the card stop list under the application for loss report item and click on "Confirm info."  
Student ID Reissue: In case of prior payment, Card Distribution Center will print the new card immediately after receiving the payment information.

申請原因  遺失

註銷原因 補發-失竊

國別

生日

生日格式為:YYYYMMDD  
Birthday format: YYYYMMDD

E-Mail

聯絡電話

聯絡地址

※退費時以此mail、電話、地址聯繫您! 請務必確認資料的正確性。  
We will contact with you according to this mail、phone number and address. Please fill in complete information

## §輸入範例

申請資訊

遺失

註銷原因 補發-失竊

國別 中華民國

生日 19981031

生日格式為:YYYYMMDD  
Birthday format: YYYYMMDD

E-Mail 104xxxx@mail.ncyu.edu.tw

聯絡電話 0933888888

聯絡地址 嘉義市學府路888號

※退費時以此mail、電話、地址聯繫您! 請務必確認資料的正確性。  
We will contact with you according to this mail、phone number and address. Please fill in complete information correctly.

退款方式  匯款 憑本國銀行及本人帳戶(Limit domestic bank and own account)  
如因其他原因無法匯款金融帳戶者,請分別於金融代號及銀行帳號欄位填0。  
If you cannot provide the financial account due to other reasons, please fill 0 separately in the financial code and bank account number column.

退款銀行匯票金融代號

範例:「永豐銀行新竹分行」通匯金融代號為「0172037」、「玉山銀行新竹分行」通匯金融代號為「8080060」、「郵局」通匯金融代號為「7000000」。  
1. 通匯代碼為銀行代碼(3碼)+分支機構代碼(4碼)。  
2. 需查詢請洽銀行所屬銀行或至財金公司網站查詢(一般民眾服務網→便利查詢→總分支機構查詢→方法:一般民眾查詢)網址:<http://www.fisc.com.tw/tc/service/branch.aspx>  
Example:Account belongs to E.SUN BANK HSINCHU BRANCH and so the Financial Code will be 8080060.  
Account belongs to Mega BANK HSINCHU BRANCH and so the Financial Code will be 0172037.Account belongs to Chungwa Post Co., Ltd and so the Financial Code will be 7000000.  
1. Financial code is bank code (3 codes) + branch code (4 codes).

## \$確認資料填寫正確，點選[送出]

The screenshot shows a web browser window with the URL `schoolcard2.ncyu.edu.tw/Home#`. The page contains a form for card management with the following fields and options:

- 送款方式**:  匯款 限本國銀行及本人帳戶(Limit domestic bank and own account)  
如因其他原因無法填寫金融帳戶者，請分別於金融代號及銀行帳號欄位填0。  
If you cannot provide the financial account due to other reasons, please fill 0 separately in the financial code and bank account number column.
- 送款銀行匯票金融代號**:   
範例：「兆豐銀行新竹分行」匯票金融代號為「0172037」，「玉山銀行新竹分行」匯票金融代號為「8080060」，「郵局」匯票金融代號為「7000000」。  
1. 匯票代碼為銀行代碼(3碼)+分支機構代碼(4碼)。  
2. 需要查詢該帳戶所屬銀行或至財金公司網站查詢(一般民眾服務網→便利查詢→總分支機構查詢→方法：一般民眾查詢)網址：<http://www.fisc.com.tw/tc/service/branch.aspx>  
Example: Account belongs to Mega BANK HSINCHU BRANCH and so the Financial Code will be 8080060. Account belongs to Chungwa Post Co., Ltd and so the Financial Code will be 7000000.  
1. Financial code is bank code (3 codes) + branch code (4 codes).  
2. Please contact with your bank or search from website link which financial information service Co., Ltd. Provided <http://www.fisc.com.tw/FISCWeb/index.aspx>
- 送款銀行帳號**:   
不足14碼請於前方補0 (Please fill 0 ahead if less than 14 numbers)
- 收款人戶名**:
- 再次輸入姓名**:
- 掛失申請方式**:  立即送出 (This application will send to Electronic ticket Corp. immediately and can't cancel after sent)  
 待審核作業  
此掛單作業在每日執行導送時間(2:00或21:00)執行前,都可以取消(This application can be cancelled before everyday transmitting time period (2:00 or 21:00))

At the bottom right of the form, there is a blue button labeled "送出" (Submit), which is circled in red. A red callout bubble points to this button with the text "\$點選 [送出]" (Click [Submit]).