National Chiayi University
The Application Form for Campus IC Card Reissuing

Date	Date of Application：＿＿＿＿＿＿＿＿＿＿＿＿＿＿(yyyy/mm/dd)
ID Number	Student's ID Or Staff's ID：＿＿＿＿＿＿＿＿＿＿＿＿
Name	＿＿＿＿＿＿＿＿＿＿＿＿(If your name has been changed, please write down the original name：＿＿＿＿＿＿＿＿＿＿＿＿）
Telephone	
Reason(s) for application	Reason for Reissue(charge)：☐lost ☐stolen ☐damaged ☐others **(Need to pay N$200 at Cashier in the Dept. of General Affairs)** Reason for Reissue(free)：☐No response ☐Wrong data ☐Name change ☐Dept. transfer ☐others **(Return the old card without paying money. If the card is damaged, please pay for the application.)**
The Original IC card issuing unit signets	Staff's Dept.：＿＿＿＿＿＿＿＿＿＿＿＿ Student's Dept：＿＿＿＿＿＿＿ Grade：＿＿＿ Class：＿＿＿ Dept. of Academic Affairs/Office of Personnel/Undertaker's signet：＿＿＿＿＿＿＿＿＿＿＿
Pay at Cashier in the Dept. of General Affairs	Cashier Signets： ☐**Fee: NT$200(For need to pay)**
Computer Center sigents for making the card	The old card returning date：＿＿＿＿＿＿(yyyy/mm/dd) The new card issuing date：＿＿＿＿＿＿(yyyy/mm/dd) ☐The old card has been returned
The applicant's signature	Signature：＿＿＿＿＿Date of receiving：＿＿＿(yyyy/mm/dd)
Note	(1)Please download the application form at the website. http://adm.ncyu.edu.tw/~iccard/patch_ic_eng.doc) (2)Process of application：Apply at the original issuing unit (Students go to the Dept. of Academic affairs, while the staffs go to the Office of personnel) →It takes about 1~3 days of work from the day the Computer Center receives the application.→ The card then is sent to the original issuing unit→**The applicant get the card at the original issuing unit.** (3)**After getting the card,please take it to the「Security Guard Team」and the entrance guards for the resetting of the limits of authority if you want to enetr the campus, dorms and certain doors of the departments‧ As for the list of the entrance guards, please go to the 「Security Guard Team」,whose telephone number is 05-2717151‧**