

# 國立嘉義大學學生獎懲及操行成績證明申請書

## National Chiayi University Student Award and Punishment and Conduct Grade Certificate Application

申請日期： 年 月 日

Date of Applied: (Y) / (M) / (D)

|  |   |  |                            |                             |
|--|---|--|----------------------------|-----------------------------|
| 申請人<br>Applicant   | 姓名<br>Name  |  |                            |                             |
|  | 學號<br>Student Number  |  | 系級<br>Department and Grade |                             |
|  | 電話<br>TEL   |  | 出生年月日<br>Date of Birth     |                             |
|  | 入學日期<br>Date of Enrollment  |  | 畢業日期<br>Date of Graduation | *在學中免填<br>*non-student only |
|  | 住址<br>Address   |  |                            |                             |
| 受委託人<br>Consignee  | 姓名<br>Name  |  | 電話<br>TEL                  |                             |
|  | 住址<br>Address   |  |                            |                             |
| 申請種類及份數<br>Application Type and Copies                         | <input type="checkbox"/> 獎懲證明____份<br>____ copies of Award and Punishment Certificate<br><input type="checkbox"/> 操行成績證明____份<br>____ copies of Conduct Grade Certificate   |  |                            |                             |
| 申請用途<br>Purpose of this Certificate                            |   |  |                            |                             |
| 檢附資料<br>Required Documents                                     | <p>◎在校生 Students<br/>學生證正反面影本。Front and back photocopy of student ID card.</p> <p>◎畢業生 Graduates</p> <ol style="list-style-type: none"> <li>1. 本人身分證正反面影本。Front and back photocopy of ID card.</li> <li>2. 畢業證書影本。Photocopy of diploma.</li> <li>3. 委託他人申請者，請檢附委託人簽章之委託書、身分證正反面影本及受託人之身分證正反面影本。</li> </ol> <p>If the applicant is not available in person, the consignee can help applying along with signed "Letter of Authorization" as well as both applicant and consignee's front and back photocopy of ID card.</p> |  |                            |                             |
| 生輔組承辦人<br>Case officer of<br>Division of Student<br>Assistance |   | 生輔組組長<br>Chief of Division<br>of Student<br>Assistance |                            |                             |

領取人簽章： \_\_\_\_\_ 共領取 \_\_\_\_\_ 份

Signature: \_\_\_\_\_ received \_\_\_\_\_ copies in total