

申請提前辦理臺灣地區居留入出境證延期說明書

Early application for extension of ROC Resident Certificate

本人 _____ (中文姓名) 為國立嘉義大學 香港/澳門 籍學生，目前持有 貴署核發之臺灣地區居留入出境證，居留有效期至 _____ 年 _____ 月 _____ 日，依 貴署規定應於居留效期屆滿前 30 日內申請延期居留。惟本人已訂妥 _____ 年 _____ 月 _____ 日出境之機票（如附件：機位證明），因出境期間適逢學校暑假，本人預定再次入境臺灣日期將逾原居留效期。爰請 貴單位能夠給予通融與協助，准予本人提前辦理臺灣地區居留入出境證延期事宜。

My name is _____. I am currently a student from the National Chiayi University from Hong Kong / Macau. I hold a ROC Resident Certificate issued by the National Immigration Agency which will valid until _____(y)_____(m)_____(d). Applicant shall do extension 30 days in advance according to the regulations. Unfortunately, I had already booked my flight on _____(y)_____(m)_____(d) (attached prove document required) for this coming school summer break. My ROC Resident Certificate will be expired by the time I enter Taiwan, therefore, I request help from the National Immigration Agency in purpose of extending my ROC Resident Certificate.

此致

內政部入出國及移民署服務事務大隊嘉義市服務站

To National Immigration Agency Chiayi City Service Center

申請人 Applicant：_____

居留證號 A.R.C. Number：_____

日期 Date：_____年(y)_____月(m)_____日(d)