

## 【學生證補發】Q&A

## 【Replacement of Student ID Card】Q&A

**Q：如何申請學生證補發？**

**Q: How can I apply for a replacement of my student ID card?**

申請地點：行政大樓 6 樓教務處註冊組。

Application Location: Registration Division, 6th Floor, Administration Building.

申請費用：200 元，限以現金繳納（目前暫無其他繳費方式）。

Application Fee: NT\$200, payable in cash only (no other payment methods currently available).

申請方式：填寫「各類證明文件申請表」。

Application Method: Complete the “Certificate Application Form”.

**Q：學生證內如有儲值金額，應如何辦理退費？**

**Q: If there is stored value on the student ID, how can I get a refund?**

請填寫「一卡通數位學生證票卡處理申請單」，並可選擇以下任一方式退費：

Please fill out the “iPASS Digital Student ID Card Processing Form” and choose one of the following refund methods:

- 匯款（僅限申請人本人之帳戶）

Bank transfer (applicant's own account only)

- 親自至一卡通服務中心領取。

Collect in person at the iPASS Service Center.

**Q：申請學生證補發後，多久可領取？**

**Q: How long does it take to receive the replaced student ID?**

自申請日起約一週，請至註冊組領取補發之學生證。

Approximately one week from the application date. Please collect the reissued card from the Registration Division.

**Q：學生證補發是否可線上申請？**

**Q: Can the student ID replacement be applied for online?**

目前僅提供現場申請，無線上申請服務。

Currently, only in-person applications are accepted; no online application service is available.

**Q：學生證補發是否須由本人申請？**

**Q: Must the student apply in person for the replacement?**

不須本人親自辦理。若由他人代辦，須檢附委託書辦理。

NO. If you entrust someone else to apply on your behalf, a letter of authorization must be provided.

（委託書可至教務處＞表單下載＞證明文件申請＞下載委託書格式。）

(The letter of authorization is available at: Office of Academic Affairs > Forms > Students.)

**Q：申請補發學生證時，可否更換照片？**

**Q: Can I change my photo when applying for a student ID replacement?**

可以。申請補發時，請一併提供 2 吋證件照紙本或電子檔。

Yes. Please provide a 2-inch ID photo (physical copy or digital file) when applying.

**Q：休學生可以申請學生證補發嗎？**

**Q: Can students on leave apply for a student ID replacement?**

不行。學生證補發限於當學期完成註冊、具在學身分之學生申請。

The replacement of student ID cards is limited to students who have completed registration and are currently studying in the current semester.

**Q：畢業生可以申請學生證補發嗎？**

**Q: Can graduates apply for a student ID replacement?**

不行。畢業生（校友）無法申請學生證補發，但歡迎申請校友證。

Graduates (alumni) cannot apply for a student ID replacement, but are welcome to apply for an alumni card.

校友證申請，請洽【校友服務組】

To apply for an alumni card, please contact the Alumni Services Division.