

## 【學籍資料更改】Q&A

### 【Student Records Modification】Q&A

**Q：如何更改學籍資料，需要檢附什麼文件？**

**Q: How do I update my student records, and what documents are required?**

➤ 辦理方式：

- 臨櫃申請：至教務處註冊組臨櫃填寫「更改學籍資料申請書」。
- 其他方式：從教務處首頁(英文版)下載「學生學籍資料更改申請表」，透過 Email、傳真等方式申請。

Application Methods:

- In-person application: Fill out the 'Student Records Update Application Form' at the Registration Division of the Office of Academic Affairs.
- Other methods: Download the “Student Records Update Application Form” from the Office of Academic Affairs English website (Forms → Students → Application for Student Record Modification), and submit via email or fax.

➤ 資料更改項目及所需檢附文件

Items that can be updated and required documents.

更改項目 Item to Update	需檢附文件 Required Documents
中文姓名 Chinese Name	「戶籍謄本正本」及「身分證正反面影本」 Original household registration transcript and copy of both sides of the National ID card
英文姓名 English Name	「護照影本」或「外交部網站姓名翻譯」 Copy of passport or English name translation from the Ministry of Foreign Affairs website
身分證/居留證 National ID/ARC	「身分證正反面影本/居留證正反面影本」 Copy of both sides of National ID or Alien Resident Certificate (ARC)
戶籍地址 Household Address	「身分證正反面影本」 Copy of both sides of National ID
電話/手機/通訊地址/信箱等資訊，無須附加證明文件 Phone/Mobile/Contact Address/Email: No supporting documents required	

➤ 注意事項：

- 更改中文姓名須收取「戶籍謄本正本」，非臨櫃申請須另外郵寄資料至教務處註冊組，或透過內政部戶政司申請「電子戶籍謄本正本」直接檢附亦可。
- 非本人辦理請檢具委託書。

Notes:

- To change your Chinese name, you must submit the original household registration transcript. If not applying in person, mail the documents to the Registration Division or attach the official electronic version issued by the Department of Household Registration.
- If someone else is applying on your behalf, a letter of authorization is required.