

NPUST Application of Reissuing Student Identification Card

Name: _____ Student ID No.: _____
 Department: _____ Telephone: _____
 Reason for reissuing:

Lost Damaged Name Change Other reason _____

Original Card: EASYCARD iPASS Not sure

Value on your card: Yes No

Reissuing Card: EASYCARD iPASS

Process of Application:

1. Please contact Mr. Lin at Counter 9 in Registration Division to help you apply for student ID card inactivation.
2. Please pay NT\$ 150 through pay stations in Registration Division or to Cashier Division on the 3rd floor of Administration Building.
3. Please hand this application (and the applied receipt for those who pay by pay stations) to the part-time students at the counter in Registration Division or to other case officer.

Attention:

1. For those who cannot apply for reissuing in person, please complete the student ID card reissuing authorization letter and submit it along with identity document.
2. The pre-deposit value on the student ID card is null, and card users are free to top up. Holders of the card are set to be 'students' with special student discounts.
3. Students applying for withdrawn or completing checkout form for leaving the university must go to Registration division to remove student's identity information from the card for further use as an e-Purse before leaving the school. Students who fail to invalidate the function of a student card will take responsibilities for any problems that occur.
4. For replacing ID photo, please go with your new ID photo to contact Mr. Lin at Counter 9 in Registration division.

Student ID card reissuing authorization letter

(For those who cannot finish application in person only)

To Registration division, Office of Academic

I, _____, Student ID No. _____, hereby authorize and certify that _____, student/ passport No. _____ to act as my agent to apply for, sign, and fill the documents necessary to obtain the permit for the reissue of my student ID card. (The origins of ID cards with a clear ID photos from both the applicant and the agent are required to verify the identities.) The authorizer takes all responsibilities when any problems that can occur for this authorization.

Authorizer: (signature) _____ Phone number: _____

Authorized agent: (signature) _____ Phone number: _____

Date _____

Signature of Cashier Division	Signature of Verifying Personnel	Signature of Registrar	Signature of the Dean of Academic Affairs
			Approval of Authorized Representative

Receiver's Signature: _____

Date: _____(y) _____(m) _____(d)

✘ Your personal data is protected under Personal Information Protection Act. The information and document you provided is officially used only at the university.