

- 若本委託書所述內容及所附證件有偽造、假借等相關情事，一經查證屬實，本校得追究其法律責任。If there is any related matter such as forgery, borrowing, etc. in the contents of this affidavit and the attached documents, once the verification is true, the school may pursue its legal responsibility.

委託書 Letter of Attorney

本人_____（學號：_____）茲因_____（原因），不克前往辦理以下事務

I, the client, _____ (Student ID: _____) due to _____ (Reason), unable to present the application in person for

- 補發(領取)中文畢業證明書 Reissue (Receive) Graduation Certificate in Chinese
- 申請(領取)英文畢業證明書 Apply (Receive) Graduation Certificate in English
- 申請(領取)中英文成績證明 Apply (Receive) Academic Result Certificate in Chinese and English
- 辦理休學手續 Apply for Suspension Leave Procedure
- 辦理退學手續 Apply for Discontinuance of Study Procedure
- 補發(領取)修業證書 Reissue (Receive) Certificate of Study
- 其它事務 Other _____

特委託_____先生/小姐(關係：_____)代為至貴校辦理，若有任何問題本人願負全部責任，絕無異議。

This person had been commissioned as my agent _____ (Relationship: _____) to deliver the application, if there are any problems I will be responsible for it without any objection.

此 致 Sincerely,

國立虎尾科技大學教務處 Academic Affairs, National Formosa University

委託人簽章 Client Name : _____ (簽名蓋章 signature and stamp)

身份證字號 NRIC Number : _____

住址 Address : _____

電話 Contact Number : _____

----- 正面 Front ----- 反面 Back -----
請黏貼委託人身分證正反面影本 Please paste the front and back of photocopy Client's NRIC

受託人簽章 Agent Name : _____ (簽名蓋章 signature and stamp)

學號 Student ID: _____ (非本校學生免填 Not required for non-school students)

系所別 Department: _____ (非本校學生免填 Not required for non-school students)

身份證字號 Agent NRIC Number: _____

電話 Contact Number: _____

住址 Agent Address: _____

----- 正面 Front ----- 反面 Back -----
請黏貼受託人身分證正反面影本 Please paste the front and back of photocopy Agent's NRIC

中華民國 _____ 年 _____ 月 _____ 日
Republic of China _____ Year _____ Month _____ Day

附註 Remark :

- 本委託書需貼妥雙方身分證影本，辦理時並應攜帶雙方身分證正本以便查驗，資料不全者恕不受理。

This Letter of Attorney For Student Information must paste photocopies of the identity cards of both parties and the original identity cards of both parties should be carried out for inspection. All persons who have insufficient documents shall not accept it.