**委託書 Letter of Authorization**

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| --- | --- | --- | --- |
| 學號Student ID |  | 姓名Name |  |
| 學系(所)Dept. |  | 手機Mobile No. |  |
| 委託原因Reasons |  |
| 辦理項目Apply for | 休(退)學及離校手續Applying for temporary suspension or Dropping out 畢業生離校手續Graduates leaving school申請英文畢業證書Apply for an English diploma申請中文畢業證書遺失補發Apply for Chinese diploma (Lost and reissued)申請成績單Apply for transcript其他：Other |

特委託 代為辦理上開事宜之各項手續，本人絕無異議，若有偽造情事，願接受相關法規之處分。

I gave authorization for Name to act on my behalf in handling the above procedures without any objection. In case of forgery, I am willing to be punished under relevant regulations.

敬致

國立中興大學註冊組

委託人簽章Principal Signature：

身分證字號ID/Passport No：

聯絡電話Phone No.：

受託人簽章Trustee Signature：

身分證字號ID/Passport No.：

與委託人關係Your relationship with the trustee：

辦理日期Date： (YYYY/MM/DD)

* 備註：請檢附**委託人**與**受託人**雙方身分證件正本。
* Please provide the original copy of the ID card of the principal and the trustee.