

# 委 託 書

## Letter of Authorization

茲因本人無法親自到校辦理，特委託\_\_\_\_\_先生/小姐，代為辦理下列勾選事項：Since I cannot go to the school in person, I hereby entrust Mr./Ms. \_\_\_\_\_ to handle the following application(s) on my behalf (please check the box that applies):

- |   |  |
|---|--|
| <input type="checkbox"/> 離校手續並領取學位證書<br>School-leaving procedures and Receive diploma | <input type="checkbox"/> 休、復、退學手續<br>Suspension / Re-admission / Drop-out of Study |
| <input type="checkbox"/> 中文畢業證書遺失補發<br>Reissue of Chinese graduation certificate      | <input type="checkbox"/> 英文畢業證書<br>English diploma                                 |
| <input type="checkbox"/> 申請歷年成績單_____份<br>Apply the transcript _____                  | <input type="checkbox"/> 英文畢業證明書_____份<br>English graduation certificate           |
| <input type="checkbox"/> 其他 Others _____  |  |

此致

中原大學教務處課務與註冊組

This letter shall be submitted to the Curriculum and Registration Division at Chung Yuan Christian University

委 託 人(Signature of principal)

姓 名(Name) : (簽名或蓋章 Sign or stamp)

系級及學號(Department and student ID) :

身分證字號(Identity Card) :

住 址(Address) :

聯 絡 電 話(Telephone number) :

受 託 人(Signature of trustee)

受託人請攜帶身分證明文件 Trustee please bring identification documents

姓 名(Name) : (簽名或蓋章 Sign or stamp)

系級及學號(Department and student ID) :

身分證字號(Identity Card) :

住 址(Address) :

聯 絡 電 話(Telephone number) :

**【本受託人確實受委託人委託代辦本項業務，如有虛假偽冒，願負法律責任。】**

The trustee is indeed entrusted by the principal to handle the above-mentioned related matters. If there is any fraud, I am willing to take legal responsibility.

中 華 民 國 年 月 日