**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):

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