

National Chengchi University Application Form for Student

Information Change/Correction

Changing items ☐Chinese name ☐English name ☐Registered Address ☐Others

Applicant		Date of application	(Day/Month/Year) _____
Student ID		Department (institute)	
Items to be changed	Information before change	Information after change	
Chinese name			
English name			
Other data			
Registered Address Information after change	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Zipcode)		
Applicant's signature:			
Notify the graduation system handler	(Undergraduate class prior to 1993, graduate class prior to 1996)		
<input type="checkbox"/> New student list <input type="checkbox"/> Graduating student list <input type="checkbox"/> Paper copy of transcript in Chinese <input type="checkbox"/> Computer system remarks for the change of Data. <input type="checkbox"/> Grade system remarks for change the name.		Section Head of Registration Section	Vice President of Academic Affairs
Enrollment case handler			
Remarks	I. To change/correct enrollment information, it is necessary to attach related supporting documents such as a Household Registration Transcript or National ID Card (original documents will be returned after confirmation). Name changes require the original <u>Household Registration Transcript</u> for applications. <u>To change/correct legal guardian information, please contact the Student Safety Service Center of the Office of Student Affairs.</u>		
	II. To change the student's Chinese name and date of birth: The name on the diploma must be changed to match (3 working days are required to change the diploma). The name on the student ID must also match.		
	III. To change the student's English name, attach a copy of your passport; the name will be changed to match.		
Diploma Recipient signature (Date)	<input type="checkbox"/> Pick-up in person <input type="checkbox"/> Pick-up by proxy <input type="checkbox"/> Send by post (enclose a stamped, self-addressed envelope)		