

領取學位證書【委託書】

Authorization Form for the Collection of Diploma Certificate

本人 _____ (日間部 進修部 _____) 系
(學位學程\所) · 學號 : _____) · 因無法親自前往領取學位證書 ·
特委請 _____ 君代為辦理相關作業。

I, _____ (name), student ID No. _____, a Bachelor
Master Doctoral student graduating from _____ (Department/Institute), am not
able to collect my diploma certificate in person and hereby to authorize
Mr./Ms. _____ to collect it on my behalf.

此 致

樹德科技大學教務處教務組

Recipient:

Academic Affairs Section, Office of Academic Affairs, STU

委託人(Applicant's Seal/Signature) : _____ (簽名)

委託人身分證字號(ID No) : _____

委託人聯絡電話(Phone) : 日(_____) _____ 行動電話 : _____

被委託人(Proxy's Seal/Signature) : _____ (簽名)

被委託人身分證字號(ID No) : _____

被委託人聯絡電話(Phone) : 日(_____) _____ 行動電話 : _____

(Please present the applicant's and the proxy's IDs for verification.)

注意事項：

- 一、委託人請先上網「申請畢業離校流程」後，再請被委託人攜帶本委託書、委託人學生證或雙方個人身分證於公告之時間及地點領取學位證書。
- 二、被委託人到校領取學位證書前，請先與委託人確認「畢業離校流程」是否已完成簽核作業(委託人請自行至本校「校務資訊系統」查詢。
- 三、寒暑假期間領取學位證書者，請先以電話查詢教務處上班時間再到校領取。

Notes:

1. The applicant must apply for graduating procedures online beforehand, and then authorize the proxy to collect the certificate with this power of attorney, the proxy's student ID card, and both applicant and proxy's ID cards during the certificate collection period.
2. Before collecting the certificate, please do make sure all graduating procedures are done.
3. Collecting certificate during summer or winter vacation, please call to check the office hours of Office of Academic Affairs beforehand.