

委託書

Power of attorney

學生 Student _____ (學號或身分證號 Student number or identity number : _____), 因故 For some reason (_____) 未能親自辦理 unable personally handle

休(退)學及離校手續 leave for absence(drop out of school)Formalities

領取中英文畢業證書等 Receive Chinese and English diploma

申請中文畢業證書遺失補發 Application for Chinese Certificate of Graduation

申請英文畢業證書 Apply for an English diploma

申請英文學位證明書 Apply for a certificate in English degree

其他 other _____ ,

特委託 _____ 君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。

Special commission _____ on behalf of the procedures for the opening of the procedures, I have no objection, If there is forgery, I would like to accept the relevant laws and regulations.

此致 Sincerely

銘傳大學教務處註冊組(桃園教務組)

Ming Chuan University Office of Academic Affairs Registrar Section(Office Of Academic Affairs in Taoyuan)

委託人簽章(Signature of the client) :

身分證字號(Identity card number) :

聯絡電話(Contact telephone number) :

受託人簽章(Signature of trustee) :

身分證字號(Identity card number) :

與委託人關係(Relationship with the client) :

中華民國(Republic of China) _____年(year) _____月(month) _____日(day)

說明：

1. 依法律之規定，有使用文字之必要者，得不由本人自寫，但必須親自簽名。如有用印章代簽名者，其蓋章與簽名生同等之效力。（民法第3條）
2. 本委託書若有虛假，由雙方當事人自負法律責任。
3. 除委託事務需備之證件外，受託人亦請攜帶身分證件，俾便查驗。
4. 表單內蒐集之個人資料，僅限於教務管理使用，非經當事人同意，不轉做其他用途，亦不會公佈任何資訊，並遵循本校資料保存與安全控管辦理。〈詳細個資管理可參閱「銘傳大學個人資料保護管理要點」與「銘傳大學個人資料保護專區」<http://pims.mcu.edu.tw>〉。

Description:

1. According to the law, there is a necessary person to use the text, I can not write myself, but must be signed in person. Such as the use of stamps on behalf of the signers, the seal is the same as the signature. (Article 3 of the Civil Code)
2. If the power of attorney is false by both parties at their own risk.
3. In addition to the documents required to prepare the affairs of the outside the trustee also wishes to bring the identity document for inspection.
4. The personal information collected in the form is limited to the use of educational administration, without the consent of the parties, not for other purposes, will not publish any information, and follow the school data preservation and security control. <Details of individual management can be found in "Ming Chuan University Personal Data Protection Management Highlights" and "Ming Chuan University Personal Data Protection Zone" <http://pims.mcu.edu.tw>>.