


學生證遺失補發申請流程

Procedure for Applying for Replacement Digital Student ID Cards Due to Loss

步驟 Steps	說明 Description
<p>1. 線上掛失學生證 Report the loss online</p>  <p>掛失網頁 / Please scan the QR code</p>	<p>本校註冊組網頁→數位學生證→數位學生證掛失專區申請掛失(未掛失則無法補發學生證) *申報掛失後 3 小時內的冒用損失，由學生自行負擔。 *如不須補發新證，則做完步驟 1 即可。</p> <p>Please report the loss of the digital student ID card on Report loss of the digital student ID card. No replacement card will be issued if the card holder doesn't report the loss.</p> <p>◇ The card holder is held liable for any loss resulting from fraudulent use within three hours of reporting the loss.</p> <p>◇ All the card holder has to do is complete Step 1 if he/she doesn't need a replacement card.</p>
<p>2. (6 號窗口)填寫申請表 Fill out an application form at Counter No. 6</p>	<p>填寫<u>義守大學各項證明書申請表(在校生)</u> *勾選學生證補發(遺失)200 元</p> <p>Please fill out an <u>Application for Documents of Current Students</u>.</p> <p>◇ Tick the box of "Reissue of the student ID card due to loss."</p>
<p>3. 出納組繳費 Pay a replacement fee at the Cashier Section</p>	<p>繳交補發費用 200 元 Please pay a replacement fee of NT\$200.</p>
<p>4. 繳回申請表 Submit the application form</p>	<p><u>義守大學各項證明書申請表(在校生)</u> 繳回註冊組</p> <p>Please submit the <u>Application for Documents of Current Students</u> to the Registration Section.</p>
<p>5. 領取學生證 Collect a replacement digital student ID card</p>	<p>3 個工作天後至註冊組領取新證 Please collect the replacement card at the Registration Section three working days later.</p>

註 1：問題卡(外觀正常但無法使用、卡片損壞等)不需線上掛失，請填寫票卡處理單及繳交學生證由註冊組送回一卡通票證公司檢查。

註 2：遺失補發請務必掛失使系統生成補發資料，方能印製新證。

Notes:

1. If a digital student ID card malfunctions or is damaged, the card holder doesn't have to report the loss online. Instead, he/she should fill out an Assistance Request Form for Digital Student ID Card Problems, and then submit the form and his/her student ID card to the Registration Section. The Registration Section will then deliver the form and the card to iPass Corporation for a check.
2. To apply for a replacement digital student ID card due to loss, the card holder must report the loss online so that the information required for replacement will be automatically generated by the system.