

**NATIONAL TAIWAN OCEAN UNIVERSITY**  
**GUIDELINES GOVERNING APPLICATIONS FOR REISSUE/RENEWAL OF STUDENT ID CARDS**

Approved in the Administrative Meeting in the First Semester of Academic Year 2001/02 on November 8, 2001  
Approved for amendment in the Administrative Meeting in the Second Semester of Academic Year 2003/04 on April 15, 2004  
Promulgated pursuant to the NTOU Order No. 09430004827 on June 9, 2004  
Amended and approved in the Fourth Administrative Meeting in the First Semester of Academic Year 2007/08 on November 8, 2007 (Amendment of Articles 1, 3, 4 and 7)  
Approved for amendment in the Second Administrative Meeting in the Second Semester of Academic Year 2007/08 on April 10, 2008 (Amendment of Articles 1, 3 and 4)  
Promulgated pursuant to the NTOU Order No. 0970004152 on April 22, 2008

Article 1

An NTOU student whose student ID card is lost, defaced, or damaged should apply for reissue or renewal of the card to the Division of Registration and Curriculum or the Division of Continuing and Extension Education.

Article 2

There is a service charge of NTD150 for reissue/renewal of a student ID card.

Article 3

The applicant should pay the fee at the Division of Cashier or through the computerized system, and thereafter bring the payment receipt to apply for the student ID card reissue/renewal to the Division of Registration and Curriculum or the Division of Continuing and Extension Education.

Article 4

The reissued student ID card will be available for collection ten working days after the application date at the Division of Registration and Curriculum (Division of Continuing and Extension Education). A student ID card functioning with the financial service should be collected at the bank which signed a cooperation contract with the Division of Cashier.

Article 5

A student who applies for renewal of a student ID card due to defacement or damage of the original one should turn in the original card before collecting the new one. Provisional student ID cards should likewise be turned in for cancellation.

Article 6

When a student applies for reissue of a student ID card due to loss of the original one, and such act should involve the information updates of other units (such as the library or access control office), the student should apply for information updates to the related units.

Article 7

The Guidelines shall be enacted for implementation upon the approval of the administrative meeting and the ratification of the President of National Taiwan Ocean University.

**Note : The Guidelines are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.**