

# National Taiwan Ocean University

## Regulations for Application and Reissuance of Student ID Cards

Approved by the Administrative Affairs Meeting of the 2001 academic year on November 8, 2001.  
Amended and approved by the Administrative Affairs Meeting of the second semester of the 2003 academic year on April 15, 2004.  
Promulgated on June 9, 2004, through Hai-Jiao-Zhu-Zi No.09430004827.  
Amended and approved by the fourth Administrative Affairs Meeting of the first semester of the 2007 academic year on November 8, 2007. (Article 1, 3, 4, and 7 amended)  
Amended and approved by the second Administrative Affairs Meeting of the second semester of the 2007 academic year on April 10, 2008. (Article 1, 3, and 4 amended)  
Promulgated on April 22, 2008, through Hai-Jiao-Jin-Zi No.0970004152.  
Amended and approved by the second Administrative Affairs Meeting of the first semester of the 2011 academic year on September 15, 2011. (Article 2 and 7 amended)  
Promulgated on September 23, 2011, through Hai-Jiao-Zhu-Zi No.1000012382.

- Article 1 Students of National Taiwan Ocean University (hereinafter referred to as the University) whose student ID cards are lost, damaged, or destroyed and rendered unusable, should apply for a replacement or new issuance at the Division of Registration and Curriculum (Division of Continuing and Extension Education).
- Article 2 The cost of production for this service is **NT\$200**.
- Article 3 Applicants must pay the fee at the Cashier Section or through the smart vending system. The Division of Registration and Curriculum (Division of Continuing and Extension Education) will process the application upon receipt of the payment receipt.
- Article 4 Applicants can collect their new ID cards from the Division of Registration and Curriculum (Division of Continuing and Extension Education) ten working days after the application is accepted. For student ID cards with financial functionality, they should be collected directly from the relevant banks contracted with the Cashier Section.
- Article 5 Applicants requesting a replacement due to damage or destruction must return the original card before receiving the new one; this also applies to those holding a temporary card.
- Article 6 In cases of losing the student ID card, if updating information with other units (such as for library borrowing or access control) is involved, the applicant must handle the data update with the respective unit(s) themselves.
- Article 7 These Regulations shall be **implemented after approval by the Administrative Affairs Meeting**.

Note: These regulations are formulated in Chinese. In case of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.