

## **Application for Change of Enrollment Status and Other Information**

1. Documents necessary for application for change of enrollment status information (including name, date of birth, and ID Card No.):
  - ⊙ Application for Change (Attachment 1)
  - ⊙ A photocopy of the front and back of the ID Card
  - ⊙ Household Registration (original copy), which shall specify the item to be changed
  - ⊙ A fee of NT\$10 for application for change of enrollment status information (The fee shall be paid through the automatic payment system on the first floor of the instructional building.)
  
2. Application for change of address or phone number (including contact or household address or phone number or the parent's or guardian's address or phone number)
  - ⊙ For application for change of address or phone number, go to the Registration Division on the third floor of the instructional building.
  - ⊙ Original copy of the ID Card (to be checked upon application for change of household address)
  
3. Process of application for change of enrollment status and other information
  - ⊙ After preparing the above documents, go to the Registration Division on the third floor of the instructional building to file the application.
  
4. Notice for application for change of enrollment status and other information
  - ⊙ For change of information of the Campus Card, please complete the procedure to reissue a Campus Card.
  - ⊙ For a name change, please inform the teacher of each of your courses of the changed name.

**Ming Chi University of Technology**

Application for Change of Enrollment Status and Other Information Filed by a  Current Student

Graduate in the \_\_ Semester of the \_\_\_\_ Academic Year

Graduate school     Two-year technical program     Four-year technical program

Five-year junior college division     Two-year junior college division     Industrial high

school division

(yyyy)(mm)(dd)

Department / Graduate School	Department / Graduate School of	Year/Class:      Year      Class
Student No.		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Originally Registered Items		Changed Items
Name		<input type="checkbox"/> Name
ID Card No.		<input type="checkbox"/> ID Card No.
Date of Birth		<input type="checkbox"/> Date of Birth
Place of Birth		<input type="checkbox"/> Place of Birth
Attached Documents	<input type="checkbox"/> Household Registration receipt of the fees paid <input type="checkbox"/> A photocopy of the ID Card <input type="checkbox"/> A	
Date of Change		
Notes	1. An application for change of name, date of birth, and place of birth (or native place) shall be filed based on the ID information specified in the admission certificate. 2. For application for change of name, date of birth, and place of birth, this form shall be completed, and a copy of the household registration and a photocopy of the ID Card shall be attached. 3. If the applicant is a graduate, the graduate has to present his or her graduation certificate. After being checked, the graduation certificate will be returned. If the graduation certificate has been laminated, the graduate has to apply to reissue the graduation certificate. 4. Do not write any item that has not changed in the field of changed items.	
Registrar	Prepared by	Applicant