

正本

檔 號：

保存年限：

# 國立雲林科技大學教務處 書函



0509  
2014

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64002

雲林縣斗六市大學路3段123號

受文者：工業工程與管理系

發文日期：中華民國108年5月8日

發文字號：雲科大教字第1080200187號

速別：普通件

密等及解密條件或保密期限：

附件：如文

擬：公告學生

108.5.8

組員陳應心

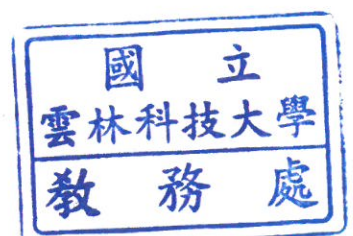
主旨：檢送本校107學年度第2學期畢業離校須知1份，請查照並公告所屬畢業生週知。

說明：

- 一、畢業生領取學位證書依行事曆訂於108年6月18日（星期二）開始。
- 二、畢業相關訊息及學位證書代領委託書、研究生離校同意申請書，將公告於本校單一入口服務網-教務資訊系統及教務處首頁，請多加利用。

正本：本校各教學單位(學院.系所.中心)、學務處、軍訓組、生活輔導組、課外活動指導組、文書組、出納組、研發處、圖書館、資訊中心、師資培育中心、國際事務處、課程及教學組

副本：





# 國立雲林科技大學 107 學年度第 2 學期畢業生離校須知

|                                            | 大學部 Undergraduate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 研究所 Master/ Doctoral                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>辦理離校單位及辦理要項<br/>Departure procedure</p> | <p>1. 各系所：完成系所規定事項及核心能力調查。<br/>Department: Finish all the requirements stipulated by the department and questionnaire on core abilities.</p> <p>2. 圖書館：請攜帶學生證親自至圖書館辦理<br/>Library: Please bring your student ID card to the library, and complete the followings:<br/>(1)清還所借圖書、視聽資料。<br/>Return all materials borrowed from YunTech library.<br/>(2)清還館際合作申請費用、所借圖書。<br/>Pay interlibrary loan fees; return all materials borrowed from cooperating libraries.<br/>(3)清還向聯盟所借圖書，並繳回聯盟館合借書證。<br/>Return all materials borrowed from partner libraries and the interlibrary card.<br/>(4)不得使用電子資源及電子書。<br/>Could not use electronic resources and e-books.</p> <p>3. 課指組：繳還借用之學位服。<br/>Extracurricular Activities Division: Return academic costume borrowed from the division.</p> <p>4. 生輔組：<br/>Student Assistance Division<br/>(1)住宿生應淨空、清潔床位(含公共區域)。<br/>Boarders should clean the room and public area.</p> | <p>1. 各系所：完成系所規定事項及核心能力調查。<br/>Department: Finish all the requirements stipulated by the department and questionnaire on core abilities.</p> <p>2. 圖書館：請攜帶學生證親自至圖書館辦理<br/>Library: Please bring your student ID card to the library, and complete the followings:<br/>(1)清還所借圖書、視聽資料。<br/>Return all materials borrowed from YunTech library.<br/>(2)清還館際合作申請費用、所借圖書。<br/>Pay interlibrary loan fees; return all materials borrowed from cooperating libraries.<br/>(3)清還向聯盟所借圖書，並繳回聯盟館合借書證。<br/>Return all materials borrowed from partner libraries and the interlibrary card.<br/>(4)畢業論文請依教務處「論文格式規範」完成，再上傳至「圖書館博碩士論文系統」審核，審核程序為 3 個工作日(不含假日)。<br/>Your thesis/dissertation should comply with the Format of Thesis from Office of Academic Affairs. Upload your thesis/dissertation and obtain a confirmation e-mail from the library, this procedure takes 3 working days (excluding holidays).</p> <p>(5)論文電子檔須於 108 年 8 月 30 日(五)17:00 前審核通過。</p> |



|  | 大學部 Undergraduate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 研究所 Master/ Doctoral                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>(2) 填寫退宿申請單、歸還鑰匙(公物)，於上班時間經宿舍承辦人幹部檢查簽名後，方可點離校手續，並辦理退還保證金手續。</p> <p>Fill out the exit application form, return keys and public property. After the school dormitory officer finishes checking and signs the form only when the school dormitory officer is on duty, the exit procedure is finished and you can obtain the deposit back.</p> <p>(3) 最晚應於 <u>108 年 6 月 22 日下午 4 p.m. Jun.22, 2019</u> . If you 續領取畢業證書，請先申請暑假住宿。</p> <p>The check should be finished before <u>4 p.m. Jun.22, 2019</u> . If you have to wait for your diploma, please apply for living in the dormitory in the summer vacation.</p> <p>5. 軍訓組：<br/>Student Safety Division</p> <p>(1) 男生確認戶籍地址及離校時間，以利辦理兵役相關作業。</p> <p>Make sure your permanent address and departure date in order to declare the military service for man.</p> <p>(2) 需辦理兵役折抵同學請準備歷年成績單正本 1 份，請至教務處註冊組申請，再至軍訓組蓋折抵章。</p> <p>The Service Period can be deducted with the completion Military Training course from the schools. Please apply for one original copy of transcript for all semesters from Registrar Division and send it to Student Safety Division.</p> <p>6. 師資培育中心：教育學程學生完成中心規定要項。</p> <p>Teacher Training Center: Students who take Teacher Education</p> | <p>You need to obtain the confirmation e-mail from the library before <u>5p.m. Friday, Aug.30,2019</u>.</p> <p>(6) 繳交論文 1 冊。</p> <p>Submit one paperbound copy of your thesis/dissertation.</p> <p>(7) 不得使用電子資源及電子書。</p> <p>Could not use electronic resources and e-books.</p> <p>3. 課指組：繳還借用之學位服。</p> <p>Extracurricular Activities Division: Return academic costume which you borrowed from the division.</p> <p>4. 生輔組：<br/>Student Assistance Division</p> <p>(1) 住宿生應淨空、清潔床位(含公共區域)。</p> <p>Boarders should clean the room and public area.</p> <p>(2) 填寫退宿申請單、歸還鑰匙(公物)，於上班時間經宿舍承辦人幹部檢查簽名後，方可點離校手續，並辦理退還保證金手續。</p> <p>Fill out the exit application form, return keys and public property. After the school dormitory officer finishes checking and signs the form only when the school dormitory officer is on duty, the exit procedure is finished and you can obtain the deposit back.</p> <p>(3) 最晚應於 <u>108 年 6 月 23 日上午 12 點</u> 檢查完畢。若需修改論文，請先申請暑假住宿。</p> <p>The check should be finished before <u>12 a.m. Jun.23, 2019</u> . If you have to wait for your diploma, please apply for living in the dormitory for summer vacation.</p> |

|                                                        | 大學部 Undergraduate                                                                                                                                                                                                                                                                                                                                | 研究所 Master/ Doctoral                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| 領取畢業證書<br>期限<br>Deadline to<br>receive your<br>Diploma | <p>Program must finish requirements stipulated by the center.</p> <p>7. 研發處：雲科人校友服務平台「應屆畢業生流向資訊問卷」填答。</p> <p>Office of Research and Development: Fill out the “Graduate Destination Survey” on the website<br/><a href="https://webapp.yuntech.edu.tw/AlumniSurvey/Default.aspx">https://webapp.yuntech.edu.tw/AlumniSurvey/Default.aspx</a></p> | <p>5. 軍訓組：<br/>Student Safety Division</p> <p>(3) 男生確認戶籍地址及離校時間，以利辦理兵役相關作業。<br/>Make sure your permanent address and departure date in order to declare the military service for man.</p> <p>(4) 需辦理兵役折抵同學請準備歷年成績單正本 1 份，請至教務處註冊組申請，再至軍訓組蓋折抵章。<br/>The Service Period can be deducted with the completion Military Training course from the schools. Please apply for one original copy of transcript for all semesters from Registrar Division and send it to Student Safety Division.</p> <p>5. 師資培育中心：教育學程學生完成中心規定要項。<br/>Teacher Training Center: Students who take Teacher Education Program must finish requirements stipulated by the center.</p> <p>7. 研發處：雲科人校友服務平台「應屆畢業生流向資訊問卷」填答。<br/>Office of Research and Development: Fill out the “Graduate Destination Survey” on the website<br/><a href="https://webapp.yuntech.edu.tw/AlumniSurvey/Default.aspx">https://webapp.yuntech.edu.tw/AlumniSurvey/Default.aspx</a></p> |
|                                                        | <p>108 年 6 月 18 日 (星期二) 起至 108 年 7 月 31 日 (星期三) 止。(假日不受理)</p> <p>From Tuesday, Jan. 08, 2019 to Wednesday, Jul. 31, 2019, only on working days.</p>                                                                                                                                                                                              | <p>108 年 6 月 18 日 (星期二) 起至 108 年 8 月 30 日 (星期五) 止。(假日不受理)。(期限內未辦妥離校者，次學期應再註冊繳費)</p> <p>From Tuesday, Jan. 08, 2019 to Friday, Aug. 30, 2019, only on working days.<br/>(You have to register and pay tuition for the next semester if you do not complete the exit procedure by the deadline.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                                                        | 大學部 Undergraduate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 研究所 Master/ Doctoral                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| 領取畢業證書<br>前應辦理要項<br>Requirements to<br>be finished<br>before receiving<br>your diploma | <p>1.課教組：<br/>Curriculum Development Division:<br/>填答期末課程教學意見問卷。(系統開放期間 <u>108/5/20~108/6/23</u>)<br/>Complete the survey of "Final Teaching Evaluation Form."<br/>(Opening time: <u>May 20,2019~Jun.23,2019</u>)</p> <p>2.註冊組：<br/>Registrar Division<br/>(1) 在學期間各學期所修習科目成績皆已送齊，且學分數符合畢業資格。<br/>Make sure all scores of all the past semesters have been sent to the Registrar Division and the credits hours meet the graduation requirement.<br/>(2) 完成各離校單位辦理要項 (畢業離校註記系統中各單位註記完成)。<br/>Complete the departure procedures stipulated by each unit/department (Make sure every step is checked shown on the departure system).<br/>(3) 上傳 2 吋照片 (近半年內照片)，格式不符者視同未上傳。<br/>(請至畢業離校註記系統，點選「瀏覽」上傳照片)<br/>Upload 2-inches photo (taken in the past half year) to the Departure System.<br/>(4) 畢業手續辦理情形之「畢業資格審核」欄位須為「已完成」狀態，始攜帶學生證至註冊組簽名領取學位證書。<br/>Make sure the "Graduate Requirement Validation" marked as "Completed", then take your student card and receive your</p> | <p>1.課教組<br/>Curriculum Development Division<br/>(1) 繳交論文(碩、博士班均 1 冊，送國家圖書館典藏用)。<br/>Submit one paperbound copy of the thesis.<br/>(2) 填答期末課程教學意見問卷。(系統開放期間 <u>108/5/20~108/6/23</u>)<br/>Complete the survey of "Final Teaching Evaluation Form."<br/>(Opening time: <u>May 20,2019~Jun.23,2019</u>)</p> <p>2.註冊組<br/>Registrar Division<br/>(1) 在學期間各學期所修習科目成績皆已送齊，且學分數符合畢業資格。<br/>Make sure all scores of all the past semesters have been sent to the Registrar Division and the credits hours meet the graduation requirement.<br/>(2) 完成各離校單位辦理要項 (畢業離校註記系統中各單位註記完成)。<br/>Complete the departure procedures stipulated by each unit/department (Make sure every step is checked shown on the departure system).<br/>(3) 上傳 2 吋照片 (近半年內照片)，格式不符者視同未上傳。(請至畢業離校註記系統，點選「瀏覽」上傳照片)<br/>Upload 2-inches photo (taken in the past half year) to the Departure System.<br/>(4) 畢業手續辦理情形之「畢業資格審核」欄位須為「已完成」</p> |

|                                                            | 大學部 Undergraduate                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 研究所 Master/ Doctoral                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|                                                            | diploma.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>狀態，始攜帶學生證至註冊組繳交離校同意書、簽名領取學位證書。</p> <p>Make sure the “Graduate Requirement Validation” marked as “Completed”, then take your student card and receive your diploma.</p>                                                                                                                                                                                                                                                                                                                     |
| 畢業離校系統<br>開放查詢時間<br>Opening time of<br>Departure<br>System | <p>108年6月18日起</p> <p>Since Jun.18, 2019</p> <p>請於「教務資訊系統」登入個人帳號密碼後點選「我的學籍」之「畢業離校(個人)」查詢。</p> <p>Academic Information System → My Student Status → Departure</p> <p>1.若該欄位出現紅色「N」者表示您尚未完成該單位離校事項。</p> <p>“N” means you have not completed the departure procedures.</p> <p>2.系統內未出現姓名者表示您未符合畢業離校資格，有疑問請洽註冊組。</p> <p>If you cannot find your name on the system, it means you have not completed the graduation requirements. Please ask the Registrar Division if you have any question.</p> | <p>108年6月18日起</p> <p>Since Jun.18, 2019</p> <p>請於「教務資訊系統」登入個人帳號密碼後點選「我的學籍」之「畢業離校(個人)」查詢。</p> <p>Academic Information System → My Student Status → Departure</p> <p>1. 若該欄位出現紅色「N」者表示您尚未完成該單位離校事項。</p> <p>“N” means you have not completed the departure procedures.</p> <p>2. 系統內未出現姓名者表示您未符合畢業離校資格，有疑問請洽註冊組。</p> <p>If you cannot find your name on the system, it means you have not completed the graduation requirements. Please ask the Registrar Division if you have any question.</p> |
| 代領學位證書<br>Grant Diploma                                    | <p>請攜帶：</p> <p>The authorized person have to bring the followings:</p> <p>1. 委託書 (內須有委託人及被委託人之簽名蓋章)。</p> <p>Letter of Authorization with consigner' s and consignee' s signatures and stamps.</p> <p>2. 畢業生本人之學生證。</p> <p>Graduate student' s student card</p> <p>3. 被委託人之身分證件。(被委託人以本校教職員工生、學生家長)</p>                                                                                                                                                                                      | <p>請攜帶：</p> <p>The authorized person have to bring the followings:</p> <p>1. 委託書 (內須有委託人及被委託人之簽名蓋章)。</p> <p>Letter of Authorization with consigner' s and consignee' s signatures and stamps.</p> <p>2. 畢業生本人之學生證及離校同意書。</p> <p>Graduate student' s student card</p> <p>3. 被委託人之身分證件。(被委託人以本校教職員工生、學生家長)</p>                                                                                                                                                                                  |

|  | 大學部 Undergraduate                                                                                                                          | 研究所 Master/ Doctoral                                                                                                                       |
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|  | 長為限)<br>The consignee' s ID card. (the consignee can only be a YunTech faculty staff, YunTech students or the graduate student' s parents) | 長為限)<br>The consignee' s ID card. (the consignee can only be a YunTech faculty staff, YunTech students or the graduate student' s parents) |

# 國立雲林科技大學 107 學年度第 2 學期畢業離校問題 Q&A

問：辦理離校是否需要持單辦理？  
答：不需要，本校畢業生離校手續辦理已經無紙化，請直接至畢業生離校系統查詢您的離校辦理情形，系統內各單位所規定事項皆已註記為完件，才可領取證書。

問：我們要去哪裡領取學位證書(即畢業證書)？  
答：依行事曆所訂請於 108 年 6 月 18 日(星期二)起至行政大樓一樓註冊櫃檯辦理(上班時間上午 9 時至下午 5 時)。

問：我們在哪裡可以知道關於畢業離校的訊息？  
答：所有訊息公告於本校「教務資訊系統」及教務處首頁，請詳閱。

問：領取畢業證書需要攜帶什麼？  
答：需攜帶學生證(IC 校園卡)(請詳閱離校須知)

問：需帶照片嗎？  
答：不需要，只要是在學書卡上需用。

問：照片貼在學書卡上嗎？  
答：不是，實際課期前領取學位證書時，最後期限為何？

問：請問我們怎麼知道成績已經送達了？  
答：請到我們畢業生，我的專題報告沒有完成，請問成績可以先行打「I」嗎？

問：依規定繳交成績，以免影響學生畢業。但若是畢業生，我們老師會請老師盡快繳交成績，以影響學生畢業。請問同學們加油！及早完成學位證書！

問：請問可以請人代領嗎？  
答：可以，請代領人出示身分證，簽名時請簽代領人名字並取於右下方加註「代」字。

問：若我這學期已經修讀低年級科目，成績還沒送到，但是我的畢業分數已經夠了，可以領取學位證書嗎？  
答：因學分計算到後學期成績，所以必須等到您在校期間所修習科目成績中，英文學位證書才可領取學位證書。

問：請問英文學位證書都可以申請嗎？  
答：僅請英文學位證書可提出申請。英文學位證書不受理影印本申請，請直接申請「英文學位證書」。(份數不拘)

問：為何有些同學在申請學位證書時，可以不用申請嗎？  
答：請同學們都來考，求職或入伍所需，所以先行申請學位證書，因為有些同學在申請學位證書時，不需先申請學位證書，因為有些同學在申請學位證書時，不需先申請學位證書。

問：請問學位證書遺失怎麼辦？  
答：學生證(IC 校園卡)遺失如何領取學位證書？

問：請問如何申請學位證書影印本？  
答：請至教務處註冊組印並加蓋「經核對與正本無誤」印章後，至文書組正本交學校小官章。

問：若您在遠地，請至本校首頁/資訊連結/訪客/線上成績單及證明書申請辦理。  
答：請至本校首頁/資訊連結/訪客/線上成績單及證明書申請系統線上申請繳費。

問：學位證書可以自行影印後將影本送到註冊組加蓋印章嗎？  
答：中文學位證書無誤。請依照上述規定辦理。

問：為何學位證書上沒有英文證件，請問相關規定及申請表格可在何處參考？  
答：請至本校首頁/資訊連結/訪客/線上成績單及證明書申請系統線上申請繳費。

問：畢業證書遺失，或毀損可以申請補發嗎？  
答：不行。僅能申請學位證書。

問：我改名了，畢業證書可以換發嗎？  
答：不可以。換發學位證書，送由本校註冊組正本，並填寫「學生基本資料異動申請表」，至註冊組櫃檯辦理或通訊辦理，通訊辦理除上述文件外，並附掛號回郵信封即可。

問：我是畢業生，收到繳費通知單，該怎麼辦？  
答：不需做任何處理且請勿繳費。通常是校際選課學生容易發生此類情況。

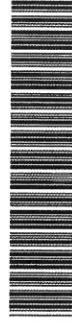
問：我是延修生，請問上(下)學期可以不註冊不選課嗎？  
答：不行。若需重修一學期，但男同學辦理休學則會有兵役問題，請留意。

問：可先辦理學期我的成績是班上前三名，請問可以抵免學費嗎？  
答：畢業當規定無免，僅頒發學期優良獎狀。

問：依規定免，論文上傳審查已經過了 3 天，一直未收到圖書館審核通知？  
答：請至本校博士論文查詢系統(路徑：圖書館→博士論文系統→雲科大論文查詢)搜尋，如搜尋到該論文，表示已審查通過，或洽詢圖書館資訊組#2636、2637。

問：我已經填妥研究，請問校友聯絡組的問卷，為何離校系統還是註記未完成？  
答：問卷完成後，請聯絡研發處分機 2543。

問：問卷完成後，請聯絡研發處分機 2543。





# 國立雲林科技大學研究生離校同意申請書

\_\_\_\_\_ 研究所 \_\_\_\_\_ 班研究生 \_\_\_\_\_

之論文已修改完畢，請 同意辦理離校手續。

謹陳

論文指導教授

(簽章處)

學生簽章：

(簽章處)

學生學號：

申請日期：

課教組註記：

☐已達本校英語能力要求





# 學位證書代領委託書

學生因\_\_\_\_\_不克親自前往申請□學位證書，茲委託\_\_\_\_\_

代為申請。

此致

國立雲林科技大學教務處

委託人(簽章):\_\_\_\_\_系所:\_\_\_\_\_學號:\_\_\_\_\_

受委託人(簽章):\_\_\_\_\_身分證號:\_\_\_\_\_

中華民國\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日



