**國立臺灣大學專任計畫人員識別證申請表（限首次申請者）**

10910修正

**ID Card Application Form for Full-time Research Personnel of NTU (for Initial Application Only)**

申請日期（Date）：\_\_\_\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_（YYYY / MM / DD）

|  |  |  |  |
| --- | --- | --- | --- |
| **中文姓名****Chinese Name** |  | **Full Name** | （本國人士毋須填寫） |
| **身分證號****ID NO.** |  | **統一證號****ARC NO.** | （本國人士毋須填寫） |
| **計畫執行單位****Project Executive Unit** |  | **職 稱****Job Title** | (RA, Postdoc Fellow, etc.) |
| **聯絡電話****Phone** |  (O) (M) | **電子郵件****Email** |   |
| **注意事項****Note** | 「聘僱申請系統」之英文姓名欄位請確實填寫（**以護照為準**），**如因拼字錯誤導致識別證上的名稱有誤，恕不補發。**★ 外文姓名中譯英系統：[*https://www.boca.gov.tw/sp-natr-singleform-1.html*](https://www.boca.gov.tw/sp-natr-singleform-1.html)Please make sure the information you filled out in the employment application system is correct. **The card won't be reissued in any case such as typo or misspelling of your name.** |
| **申辦流程及****應繳交項目****Application Process and Required items for Application** | 1. **請於照片欄浮貼2吋正面脫帽大頭照1張，**照片背面請填寫**姓名及身分證字號**。Please **affix** **a2-inchface forward headshot (with your name and ARC number at the back)** to the application form.
2. 請將申請表送至人事室收件窗口。Please submit the form to Office of Personnel Department service window.
 | **照片浮貼欄****Photo Here** |
| **領卡說明****How to Claim** | 1. 新聘人員識別證會於**到職日次日辦理製卡**，完成後將另行通知取件。A new card will be made **on the day after your first day of work**. Please wait for notice.
2. 門禁設定請洽詢各系╱所╱中心辦公室。For access control setting, please refer to your unit office.
 |

承辦單位：人事室綜合業務組

Integrated Affairs Division,Personnel Department