

# NATIONAL TAIWAN UNIVERSITY

## Sponsored Project Certificate Application

- Full-time Research Assistant     Employment  
 Postdoctoral Fellow             Service  
 Research Specialist                 Resignation

To be filled in by the Applicant	Name (Signature in Person or Personal Seal)		National ID No.	
	Project Title			
	Project Execution Unit		Resignation Date (Required if applying for resignation certificate)	(yyyy/mm/dd)
	Purpose of Application			
	Applying for	<input type="checkbox"/> Chinese Employment Certificate ___copy(ies) <input type="checkbox"/> English Employment Certificate ___copy(ies)* <input type="checkbox"/> Chinese Service Certificate ___copy(ies) <input type="checkbox"/> English Service Certificate ___copy(ies)* <input type="checkbox"/> Chinese Resignation Certificate ___copy(ies) <input type="checkbox"/> English Resignation Certificate ___copy(ies)* *To apply for a certificate in English, the Applicant must provide their full name and project name in English.		
Collection Method	<input type="checkbox"/> Scanned electronic file, Email: _____ <input type="checkbox"/> Hard copy, to be picked up in person; contact person and phone number: _____ <input type="checkbox"/> Hard copy, to be mailed; recipient and address: _____ <b>Please attach a return envelope</b> with the recipient's name, address, and phone number. <input type="checkbox"/> Document Exchange: _____			
Principal Investigator	(Signature not required for those who have completed resignation procedures)	Unit Head	(Signature not required for those who have completed resignation procedures)	
Notes	<ol style="list-style-type: none"> <li>The employment (resignation) certificate only discloses current job status; the <u>service certificate</u> lists all projects executed.</li> <li>Resigning employees must <b>complete the resignation process</b> in advance and <b>return their identification cards</b>.</li> <li>The production of the certificate takes at least three business days.</li> <li><b>If you wish to receive a hard copy by mail, please attach a return envelope.</b> Please estimate the return postage as leniently as possible. If the postage is insufficient, the certificate may be mailed as unregistered surface mail or may not be mailed at all.</li> <li>If you wish to apply for documents dated prior to 2006, please attach a copy of the contract (required).</li> </ol>			
Processing Comments	<input type="checkbox"/> Approve the issuance of Chinese <input type="checkbox"/> Employment Certificate <input type="checkbox"/> Service Certificate <input type="checkbox"/> Resignation Certificate <input type="checkbox"/> The above information is correct; case forwarded to the English Secretary for the preparation of an English <input type="checkbox"/> Employment Certificate <input type="checkbox"/> Service Certificate <input type="checkbox"/> Resignation Certificate			
Personnel Office:				
Processing Clerk:                      Division Director:                      Senior Executive Officer:                      Director:				

Processing Unit: Integrated Affairs Division, Personnel Office (5F, Lixian Hall, No. 1, Sec. 4, Roosevelt Road, Taipei, 10617)