

Notices Regarding Student IC Card

Passed at the Administrative Council Meeting on October 27, 2008

1. In order to create a digitalized campus environment, the Ming Chuan University Student ID card has been created for student identification, library loans, and curfew management. The Ming Chuan University Student ID card is not transferable and no changes are to be made to the card.
2. The Ming Chuan University Student ID card is distributed to the first year students after they complete the registration procedures and is valid for use within their period of enrollment.
3. The Ming Chuan University Student ID card is valid with the current semester registration signet stamped on the card. The card is invalid upon graduating, study leave, or withdrawal.
4. If the Ming Chuan University Student ID card is lost or stolen, the procedures for reporting it as lost are the same as the related regulations for the Republic of China National Identification Card.
5. If the Ming Chuan University Student ID card is lost or stolen, students are to follow these procedures:
 - (1) Fill out the e-form of "Student ID Application Form" on Ming Chuan University webpage.
 - (2) Pay 100 NTD card reissue fee at the Automated Document Machine.
 - (3) Bring the receipt to the corresponding office (the Registrar or the Graduate Education Section on Taipei campus, or the Academic Affairs Section on Taoyuan campus).
 - (4) Three days later, student should pick up a new student ID card from the corresponding office.
6. The above procedures are also to be followed when applying for a renewed card; and the old card should be returned.
7. If a student loses the card during the examination period, the student must apply for a provisional card and apply for a temporary student identification card for the examinations.
8. Upon graduating, students are to bring the card to the corresponding office (the Registrar or the Graduate Education Section on Taipei campus, or the Academic Affairs Section on Taoyuan campus) to stamp it with the graduation signet so that they can retain the card. In the case of study leave or withdrawal from study, the card is to be returned to the university.
9. Upon being passed at the Administrative Council Meeting and approved by the president, these regulations were announced and implemented.