

Power of Attorney

I, _____ (name), _____ (student ID number or national ID number), due to _____, cannot come in person to apply for

- | | |
|--|--|
| <input type="checkbox"/> Leave from Study (Withdrawal from Study) Procedures | <input type="checkbox"/> Chinese and English Diploma, etc. |
| <input type="checkbox"/> Chinese Certificate of Degree Conferral | <input type="checkbox"/> English Diploma |
| <input type="checkbox"/> English Certificate of Degree Conferral | <input type="checkbox"/> Other _____ |

hence I authorize _____ to process the above procedure and collect the relevant document(s) on my behalf. If there is any false information or forgery, I agree to accept any penalty measures according to regulations without protest.

Hereby notifying:

Ming Chuan University Academic Affairs Division Registrar Section (Taoyuan Academic Affairs Section)

Applicant Signature:

ID Number:

Contact Number:

Representative Signature:

ID Number:

Relationship to the Applicant:

Date: _____ (mm/dd/yyyy)

Note:

1. According to Civil Code Article 3: When a written document is required for processing, it does not have to be written by the person himself/herself, but it must be signed by him/her. If the person uses a seal instead of a signature, the affixing of such seal has the same effect as of his/her signature.
2. In case of any counterfeit power of attorney, both responsible sides must bear legal liabilities.
3. The designated representative not only needs to bring the applicant's documents, they need to bring their national ID documentation for verification.
4. The personal information collected on this form is only used in the range and region required for the purposes of holding academic affairs data management; the period of keeping the information on file is based upon the activity. You will have rights in accordance with Item 5, Article 3 of Personal Information Protection Act. Please refer to MCU Guidelines for Personal Information Protection Management and MCU Personal Information Management System at URL <http://pims.mcu.edu.tw> for further understanding of MCU personal information management policy, regulations and contact information.