學生證遺失補發申請流程
Procedure for Reissue of Digital Student ID Cards Due to Loss

步驟Step	說明Description
1.掛失學生證 Report the loss online 	1.於網頁申請掛失 Report the loss of your digital student ID card. 2.出現【匯出成功】，表示完成掛失。 　如右圖所示 [Export successful] means the loss report is completed.
2.自動繳費機繳費 Use the machine to pay reissuing fee.	勾選學生證遺失補發並繳交補發費用200元後，取出「申辦聯」和「存根聯」 Use the machine to check the "Replacement of Lost Student ID Card" checkbox. Pay a reissuing fee of NT$200.
3.申辦聯繳至註冊組 Submit Application Form to the Registration Section.	「申辦聯」空白處須填寫姓名及手機號碼 Please fill in your name and mobile phone number on the "Application Form".
4.3個工作天後領取新證(醫學院區5個工作天) Collect the replacement student ID card at the Registration Section three working days later.	持「存根聯」至註冊組領取 Bring the "stub copy" to the Registration Section to collect. 註:It takes 5 working days for the medical school district to apply for reissue

註：

卡片損壞、改名等非遺失狀況，申請補發也請至線上掛失。
If the card is damaged, has been renamed, or is not lost, please also report the loss online when applying for a replacement.

申報掛失並經學校核可後3小時內的冒用損失，由學生自行負擔。
The card holder has to bear the loss resulting from fraudulent use within 3 hours of reporting the loss.

~掛失學生證務必要辦理成功，才能完成學生證補發手續~