

Application form for Certificate of Employment

※以下欄位由人事室填寫※

開立日期	年 月 日	文號	長庚科大人字第	號
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長庚科技大學 教職員服務證明申請表

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※注意事項 Notes

1.在職期間申請中/英文在職證明、薪額暨考核證明者，免繳費，至多申請3份。

Fees for up to 3 copies of Chinese/English Certificate of Employment and Salary and Assessment Certificate are waived for current employees.

2.離職/退休時，本校提供中文離職證明1份（免填單及繳費）；申請英文離職證明、第2份（含）以上中文離職證明，以及薪額暨考核證明者，須繳費。

The University will provide 1 copy of the Chinese Certificate of Separation upon separation/retirement (the employee is not required to fill out any forms or pay any fees). **Fees are required** when applying for the second and above copy of the Chinese Certificate of Separation and Salary and Assessment Certificate.

3.離職生效日起超過7天欲申請中/英文離職證明、薪額暨考核證明者，須繳費。

Fees are required when applying for a Chinese/English Certificate of Separation and Salary and Assessment Certificate if the separation has taken effect for more than 7 days.

4.每份證明收費新臺幣50元整，請至總務處自動繳費機繳費後，憑收據辦理。無法至繳費機繳費者，請聯繫人事室承辦人，索取匯款帳號辦理匯款。

The fee for each certificate is NT\$50. Please pay the fees at the automatic payment machine in the Office of General Affairs, and then submit the receipt for application. If you are unable to pay at the automatic payment machine, please contact the case officer at the Personnel Office to obtain the account number for remittance.

5.收件日次日起，5至7個工作日後可領取。

The certificates can be collected 5 to 7 working days from the following day after an application is accepted.