

# National Taipei University of Education Proxy Letter

The proxy is entrusted to handle:

☐ All certificates related to student status

☐ This Division's mailing of the diploma

(The applicant must provide a self-addressed stamped envelope (A4 size or larger) and show their student ID. The applicant is responsible for affixing correct postage—if the postage is insufficient, the envelope will be mailed with the postage provided.)

※To prevent damage to the diploma during shipping, it is recommended that the shipping envelope be A4 size or larger, and the envelope should be hard (e.g., Chunghua Post's EZ Packet or the express shipping company's document mailing pouch) or have packing materials such as cardboard or a document sheath inside to ensure that the diploma remains pristine.

☐ Other \_\_\_\_\_

I, \_\_\_\_\_ (Department: \_\_\_\_\_, Student No. \_\_\_\_\_)

due to reasons of \_\_\_\_\_, am  
unable to come in person.

I specifically entrust \_\_\_\_\_ to handle the matters above.

To:

National Taipei University of Education

【 The following section is to be completed by the student. 】

Student:

ID No.:

Tel:

Proxy:

ID No.:

Tel:

(Please attach 1 photocopy of each party's ID, and bring the ID documents for confirmation.)

Date:

mm

dd

yyyy