

# Notices for Issuing or Using National Chengchi University (NCCU)

## Easy Student ID Cards

Effective from October 19, 2011 with an announcement made in the official letter Zhengjiaozhi-1000028107

- Article 1 New NCCU students shall be issued an Easy Student ID Card (hereinafter referred to as Card) at the time of enrollment by the Office of Academic Affairs.
- Article 2 Card shall be used to identify NCCU student status and for campus access control purposes. After value is added to Card, it may also be used to make purchases just like ordinary EasyCards.
- Article 3 NCCU students do not have to have their Card stamped with "Enrolled" each semester after enrolling at NCCU. Students who need proof of being enrolled at NCCU may visit the Registration Section with a photocopy of their Card and have an enrollment stamp affixed to it.
- Article 4 Students who have lost (damaged) their Card shall immediately log into iNCCU, click on the "門禁註銷及申請補換發系統(Cancel Access Control and Replacement Application System)" link, report the loss and print the form. After that, they shall visit the Registration Section and apply for a replacement. Students who apply for a replacement shall pay a processing fee as indicated in point 3 of the "National Chengchi University Instructions for Easy Student ID Cards" and visit the Registration Section to collect the replacement card after two working days.
- Article 5 Students who are leaving NCCU (because they graduate or withdrawal) must submit their Cards to the Registration Section, which shall affix a "離校(No Longer Enrolled)" stamp to them and return them to the students. They may still be used as ordinary EasyCards to make purchases, with their Student ID features stripped. Students who have lost their Card shall log into iNCCU and report the loss. In addition, they shall submit an "學生證遺失辦理離校申請書 (Application for Leaving NCCU by Students Who Have Lost Their Student ID)" at the time of departure.
- Article 6 Card shall not be lent or used illegally, and it shall not be altered or forged.
- Article 7 Matters not dealt with herein shall be governed by the "National Chengchi University Instructions for Easy Student ID Cards."
- Article 8 These notices shall be announced and take effect after being approved by the President. The same procedure shall apply upon their revision.