# 填寫英文姓名操作說明 Instructions for Filling in English Name

① 登入教務學務系統
   Log in Academic and Student Affairs Information System

② 「學籍」→「維護學生資料」→「學位證書英文姓名」
   Check function under "Enrollment Status" → "Student Information" → "Name on Diploma"

持中華民國護照之學生，於上方欄位填寫護照英文姓名。
ROC students should fill in the upper section.
Please fill in English name in accordance with your passport.

ENR3046_填寫英文姓名

| 【編輯畫面】- | | 清除 | 存檔 | 送出 |
|---|---|---|---|---|
| 學號： | | | 姓名： | |
| 英文姓名(學籍資料)： | | | | |
| ③ 畢業證書英文姓名*： | ○ ⬜ (姓), ⬜ - ⬜ (名) (持「中華民國護照」者適用) ○ ⬜ | | | |
| 審核結果： | | | 審核說明： | |

清除　存檔　送出

④

外國學生(含僑生)，於下方欄位填寫護照英文姓名。
International students and overseas Chinese students should fill in the lower section.
Please fill in English name in accordance with your passport.

請點選"存檔" → "送出"
Click "Save" → "Submit"