



文藻外語大學學生事務處生涯發展中心

Wenzao Ursuline University of Languages

Career Development Center

No.900, Mintsu 1st Road, Kaohsiung 807, Taiwan, R.O.C.

◎109 學年度第 1 學期『證照獎勵金』申請說明◎

Application for Professional Certificates Subsidy of
the First Semester of the 2020 Academic Year

申請時間:即日起至 110 年 01 月 31 日止 **Application Deadline:** Jan 31, 2021

申請方式:請登入資訊服務入口→歷程檔案平台→學生證照獎勵金申請審核平台→證照申請單填寫→並將證照佐證資料(證書)掃描成電子檔後上傳至網站。
Application Procedure: Log on the university server and follow the application steps demo in the attachment file.

申請注意事項:

1. 本期證照發證日期應在 109 年 08 月 01 日-110 年 01 月 31 日期間，當學期所考取證照，請務必於當學期提出申請，逾期不受理。且所取得證照時應為在本校就學狀態。The certificates issued in the **first** semester (01/08/2020~31/01/2021) are required to submit subsidy application no later than Jan 31, 2021. Overdue paperwork will be rejected. The certificate you apply with must be obtained while you are a degree-seeking student at this university.
2. 請務必確認所填資料的完整與正確性，審查結果將以 E-mail 通知，務請確認 E-mail 是否正確完整，並留意審查通知。The submitted documentation has to be complete and accurate. The notice will be sent by email, be sure that your email address is correct and pay attention to the notice sent from the system.
3. 申請資料被退回須重新補件時，**最遲須於 110 年 01 月 31 日完成補件並重新送出審核**，否則將因資料不齊不予受理。If the application is incomplete, an updated application has to be submitted before Jan 31, 2021, otherwise the application will be turned down.
4. 畢業生請儘早完成申請，避免因辦完離校手續而無法登入系統。We suggest the graduates to submit the application before completing the graduation process to avoid being barred from logging on the system.



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5. 請再次核對匯款資料的正確性，以免獎金無法撥入。匯入個人帳戶除“台灣中小企業銀行和玉山銀行”外，其他金融機構或郵局則需扣匯費 10 元。帳戶如有變動，須隨時辦理變更。靜止戶或資料不合無法匯款退回，請自付匯費 30 元。Check again to make sure your bank account details are correct. NT\$10 will be deducted from the remittance if your bank account is not with Taiwan Business Bank or E. Sun Bank. Any change in bank account or other correction has to be made immediately. Should the remittance result in failure due to an inactive account or inaccurate bank information, the NT\$30 of bank charge will be at your own expense.

6. 申請需檢附佐證資料-證書電子檔，證書電子檔需清晰，容易辨認出該張證照之學生姓名、證照類別、發證日期，請將電子檔上傳至網站，最後請記得按送出審核喔，才算完成申請。A scanned copy of certificate must be attached and uploaded to the website. The copy should be clear enough to identify the name of the student, related category and issued date. Remember to click “Send” button to complete the application process.

7. 如在系統中查詢不到證照名稱，請檢附證照電子檔，並寫明證照名稱、發證單位等相關資訊 mail 至 cdc@mail.wzu.edu.tw，生涯發展中心將協助新增證照名稱。If the name of the certificate cannot be found in the system, please write to this email (cdc@mail.wzu.edu.tw), attaching the copy of your certificate, and this center will help add the name of the certificate onto the system duly.

8. 線上送出審核後，系統將自動送至系所初審再送至生涯發展中心複審。待審核通過，**109 學年度上學期(109 年 8 月 1 日至 110 年 1 月 31 日)**證照獎勵金的撥款將在通過校內行政程序後統一發放(並不是線上審核通過就會立即取得獎勵金喔)。After you complete the form and send out for approval, the system will automatically transfer your submission to your department for the first review and then to Career Development Center for the final review. Career Development Center will then collect all students' submission from **Aug. 01 2020 till Jan. 31, 2021** for the university subsidy approval process. (In other words, it doesn't mean if you got online approval, you would get the subsidy in your bank account immediately.) After university approval process is completed, the subsidy will then transfer to your bank account.