

證照獎勵金申請說明 Application for Professional Certificate Subsidy :

1. 學年度第一學期取得證照之發證日期須在 1 月 31 日前，並在 1 月 31 日前提出申請；第二學期取得證照之發證日期須在 7 月 31 日前，並在 7 月 31 日前提出申請，逾期恕不受理。

Certificates obtained in the first semester must have an issue date and be submitted by January 31. Certificates obtained in the second semester must have an issue date and be submitted by July 31. Late submissions will not be accepted.

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、信箱空間是否足夠，並留意審查結果通知，遇有窒礙困難請 e-mail 或來電諮詢。

Please ensure all the information you' ve provided is complete and accurate. The review result will be sent by email, so please verify that your email address is correct and complete, and that your inbox has sufficient space. Ensure you monitor for the review result notification. If you encounter any difficulties, please contact us by email or phone for assistance.

3. 申請資料被退回須重新補件時，須依 e-mail 指示於補件截止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 an application is incomplete, supplementary documents must be submitted by the due date specified in the email, or the application will be rejected.

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。

Graduates are advised to submit their applications before completing the graduation process to avoid being unable to access the system.

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。

Ensure your bank account details are accurate. A fee of NTD 10 will be deducted from the remittance for accounts not held with Taiwan Business Bank or E. Sun Bank.

6. 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。

Bank account changes or other corrections must be updated immediately. If a remittance fails due to an inactive account or inaccurate information, an NTD 30 bank charge will be borne by the applicant.

7. 若提供帳戶非學生本人帳戶，請於附註說明，並須檢附帳戶名本人存摺帳號影本、帳戶名本人身分證字號提供銀行查驗，若未能提供完整資料，經銀行查驗核退，視同資料不合辦理。

If the provided account is not in the student's name, include an explanatory note and attach a copy of the account holder's bankbook showing the account number and the account holder's ID number for bank verification. If complete documentation is not provided and the bank rejects the verification, the application will be deemed invalid.

8. 申請須檢附佐證資料-證書電子檔，證書電子檔須清晰，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，才算完成申請。

A scanned copy of the certificate must be uploaded to the website, clearly showing the student's name, certificate category, and issue date. Ensure you click the "Send" button to complete the application process.

9. 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 email 至 career@mail.wzu.edu.tw，生涯發展中心將提供諮詢或協助新增證照名稱。

If the certificate name is not found in the system, attach an electronic copy of the certificate and include its name, issuing organization, and relevant details in an email to career@mail.wzu.edu.tw. The Career Development Center will provide consultation or assist in adding the certificate name.