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| --- | --- | --- | --- | --- | --- | --- |
| 單位名稱Name of unit |  | 姓名Name | (Signature of person reporting for duty) | 職稱Post |  | 行動電話Mobile phone:校內分機University extension: |
| 到職日期First day of work | 　　(yyyy/mm/dd) | 繳回報到手續單日期Return date ofReport-for-Duty Procedure Form | (yyyy/mm/dd) |

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| 承辦單位Unitin charge | 樓層Floor | 組別Section | 分機Extension | 洽辦事項Items | 承辦人蓋章Signature and seal of the person in charge |
| 總務處Office of General Affairs | 3F | 出納組Payroll and Cashier Division | 2324 | 1.應繳交表單：Submit the following form:國立中山大學員工薪資所得受領人免稅額申報表。Tax Allowance Report Form of Annual Salary Recipient of National Sun Yat-sen University2. 應檢附護照影本、居留證影本（非外籍人員者免）Attach a photocopy of your passport, and a photocopy of Alien Resident Certificate (ARC) (doesn’t apply to Taiwanese citizens).3. 應簽章部分：本人簽章。Confirm with signature and seal where required. 4. 其他選辦項目：Optional:公教存款，詳見｢公教儲蓄存款辦理流程表」。civil servants’ and teachers’ savings: please refer to Civil Servants and Teachers Savings Application Flow Chart for more details.**※辦理公教存款開戶****※ Application for Account for Savings Deposit for Civil Servants and Teachers** |  |
| 4F | 資產經營管理組Property Management Division | 2376 | **※申請宿舍****※ Application for dormitory** 1. 繳交職務宿舍借用申請書。
2. Submit the Dormitory Application Form for University Staff
3. 應檢附文件：

戶籍謄本或戶口名簿影本。2. Document to attach:Household Registration Transcript or a photocopy of Household Certificate.1. 應簽章部分：

本人簽章及主管核章。3. Confirm with your signature and seal and your supervisor’s seal where required.1. 其他選辦項目：公教貸款（詳洽承辦人）

4. Optional: civil servants’ and teachers’ loan: for more details, please contact the person in charge. |  |
| 1F | 車管會Vehicle Management Division | 2382 | **※申請汽機車通行證****※ Application for Car or Motorcycle Pass** 1.繳交申請汽機車通行證。 Submit the Application for Car or Motorcycle Pass.1. 應檢附文件：

機車-駕照影本、行照影本、排氣檢驗單正(影本)、300元。汽車-駕照影本、行照影本、800元。 報到當日停車票卡(如當日辦理停車證完竣，當日停車費用可免) Documents to attach:Motorcycle: a photocopy of Motorcycle Driver’s License, a photocopy of Motorcycle Registration Certificate, the original copy (a photocopy) of Emissions Inspection Certificate, and a fee of $300.Car: a photocopy of Driver’s License, a photocopy of Car Registration Certificate, and a fee of $800.Parking ticket of the day you report for duty (if the application for Parking Permit is completed that day, the parking fee on that day is free).1. 應簽章部分：所屬單位核章(系所章戳)。

Confirm with the official seal of your unit (Department/ Institute). |  |
| 學生事務處(學生活動中心)Office of Student Affairs(Student Activity Center) | 1F | 衛保組Physical and Health Division | 2254 | 1. 應繳交表單：

新進人員體格檢查檢核表。 Submit the following form:New Employee Physical Examination Checklist.1. 應檢附一般(特殊)體格檢查報告。

 Attach General (Special) Physical Examination Report.3. 應簽章部分：本人簽章及主管核章。 Confirm with your signature and seal and your supervisor’s seal where required. |  |
| 圖書與資訊處(圖資大樓)Office of Library and Information Services(Info-Library Building) | 4F | 知識創新組Knowledge Innovation Division | 2522 | **※申請E-mail帳號****※ Application for email account**1. 填寫電子郵件帳號申請表，需本人簽章及單位主管核章。

 Fill out the Email Account Application Form and confirm with your signature and personal seal, and the unit supervisor’s approval seal.1. 申辦方式(請任選一種方式辦理)

Application options (please choose one):1. 線上辦理:請至中山大學網路郵局 <http://email.nsysu.edu.tw/> 點選左側「新進教職員申請帳號」，依據說明填寫資料及上傳核章後的電子郵件帳號申請表及核可聘僱文件掃描檔或圖檔，無須至圖書館辦理。

Online application: please access the Webmail of National Sun Yat-sen University: <http://email.nsysu.edu.tw/>, and then click on “New Teacher and Employee Account Application” on the left. Follow the instructions, fill in the information, and upload the scanned files or image files of the Email Account Application Form and the approved employment document with the approval seals. You are not required to go to the Library to submit the application.1. 現場辦理:持核章後的電子郵件帳號申請表及核可聘僱文件至圖書館4F櫃台辦理。

Application in the library: submit the Email Account Application Form with the approval seal as well as the approved employment document to the counter on the 4th floor of the Library. |
| 3F | 智慧營運組Intelligent Operations Division | 2421 | **※圖書館服務****※ Library services****免至智慧營運組報到，報到手續單儘速繳回人事室，以免影響個人使用圖書館權益；經人事室核發服務證，持證借用圖書館館藏。****You don’t need to report to the Intelligent Operations Division; return the Report-for-Duty Form to the Office of Personnel Services as soon as possible to be able to access the Library. The Office of Personnel Services will issue the Staff (Faculty) ID, with which you can borrow books and other items of the Library.**  |
| 教務處Office of Academic Affairs | 6F | 教學發展與資源中心Teaching and Learning Development and Resources Center | 2166 | 繳交國立中山大學教師評鑑管理系統帳號申請書。Submit the Application Form for an Account in the Teacher Evaluation Management System of National Sun Yat-sen University. |  |
| 郵局Post Office | 學生活動中心二樓2F Student Activity Center | 5911 | 開戶（攜帶身分證、印章、二百元以上辦理活期存款開戶，俾便薪資撥入，如曾在全省任一郵局辦理通儲者，可免開戶）Open an account. Please bring your Identity Card (or ARC), personal seal, and NT $200 or more in cash to open a current or savings account for the transfer of your salary. If you have previously opened an account at any Chunghwa Post office in Taiwan, you are not required to open a new account. |
| 人事室Office of Personnel Services | 7F | 退撫考核組Pension and Assessment Division | 2045 | 1. 繳交全民健保投保申請表。

Submit a National Health Insurance Application Form.1. 參加公教人員保險聲明書(一式二份)。

Insurance Enrollment Declaration for Civil Servants and University Staff (in duplicate).1. 應檢附文件：前職服務單位開具之健保轉出申請表。

Attach Health Insurance Transfer Out Application issued by your previous servicing unit. |  |
| 2052 | 1. 領取「參加公務人員退休撫卹基金人員補繳退撫基金年資權益通知書」。

Collect the Notice of Rights and Interests Related to Retroactive Payment of Public Service Pension Fund Contributions Made by Civil Servants Participating in Pension Fund.1. 應簽章部分：

「參加公務人員退休撫卹基金人員補繳退撫基金年資權益通知書」需本人簽章。Confirm by signature and seal where required on the Notice of Rights and Interests Related to Retroactive Payment of Public Service Pension Fund Contributions Made by Civil Servants Participating in Pension Fund. |  |
| 人力發展組Human Resource Development Division | 2057 | 1. 繳交最近三個月內二吋脫帽彩色照片一張或email電子檔至jnlin@mail.nsysu.edu.tw製作服務證（可憑服務證辦理借書）。

Submit a 2-inch color photograph taken without headwear within the past 3 months, or email the electronic file of the photograph to jnlin@mail.nsysu.edu.tw to have a Service Certificate issued (to borrow Library items).1. 查驗自然人憑證。**（如未持有自然人憑證，請自行洽全國各戶政事務所申辦）**

Citizen Digital Certificate for inspection **(if you still don’t hold a Citizen Digital Certificate, please contact any Household Registration Office in Taiwan to apply for one).** |  |
| 2043 | 1. 繳交教師資格審查表件(請貼妥照片並浮貼一張俾製作教師證書，已取得教師證書者本項毋需辦理。)詳見｢大專教師資格審查履歷表填寫說明｣。

電子檔:填寫完成後請儲存檔案(.tmp或.xml)(可送磁片或email至人事室:ope@mail.nsysu.edu.tw)。✰應檢附文件：照片兩張、博士學位證明影本(國外學歷者須經駐外單位驗證並附中文譯本)、博士學位成績單及入出境紀錄。Submit a University Teacher Qualification Review Form (please attach a photograph to the Form and provide a second photograph for the issuance of a Teacher Certificate; if you hold a Teacher Certificate already, you need not submit the Resume). For more details, please read the Notes for Teacher Qualification Resume.Electronic file: after completing the Form, please save it as a file (.tmp or .xml), and either submit a disk to Office of Personnel Services or email the file to ope@mail.nsysu.edu.tw. ✰Documents to attach: 2 photographs, a photocopy of Doctoral Degree Certificate (if it was obtained in a foreign country, it has to be authenticated by the Taiwan Overseas Embassy in that country, and a Chinese version has to be provided), a PhD academic transcript, and a Certificate of Entry and Exit Dates.1. 繳交年資提敘薪級申請表（另附國內外任職證明文件**【國外文件需附中文譯本，並須經我國駐外使領館或指定機構認證】**。

（曾任職國內公私立大學院校者，僅附服務證明/離職證明即可，免填本表）。Submit an Application Form for Salary Scale Assessment Based on Years of Service. Please also attach the certificates of employment in Taiwan and foreign countries. **A Chinese translation authenticated by a Taiwan Embassy or Overseas Mission shall be attached to all foreign-language documents.**(Those who have served in national or private universities or colleges in Taiwan are only required to attach Service Certificate / Employment Separation Certificate, and do not need to complete this Form).1. **繳交「本校編制內專任教師報到手續單｣。（務必繳回）**

**Submit the National Sun Yat-sen University Formal Full-time Faculty Member Report-for-Duty Form (obligatory).**1. 應簽章部分：

｢年資提敘薪級申請表｣ 需經本人簽章，及系所主管暨院(中心)主管簽章。Your signature and personal seal, as well as the signatures and personal seals of the head of your Department or Institute and the head of College (Center) shall appear on the Application Form for Salary Scale Assessment Based on Years of Service. |  |
| 2042 | 1. 繳交公務人員履歷表（一般）**【**請貼妥照片並於表末簽章，自傳部分請務必填寫**】。**

Submit a Civil Servant Resume (General). [Please attach a photograph to the Resume, and then sign and affix your personal seal at the bottom. Completing the Autobiography section is obligatory].1. 繳交公務人員服務誓言。

Submit a Civil Servant Service Oath.1. 繳交兼具外國國籍調查表

Submit a Nationality Declaration for Current Employees Holding Both the R.O.C. Citizenship and Foreign Citizenship.1. 繳交人事資料調查表。

Submit a Personnel Information Survey Form.1. 應檢附身分證正、反面影本、畢業證書影本（包括學士、碩士、博士）、經歷證明（離職證明或服務證明或歷年考績通知書等）。

Documents to attach: a photocopy of the front side and reverse side your Identity Card, a photocopy of each of your academic diplomas (including the bachelor's, master’s and doctoral diplomas), work experience certificates (Employment Separation Certificate or Service Certificate, or Annual Performance Appraisal Notice over the years). |  |

**註：**

Remarks:

 1. **洽辦事項有 ※ 者可視個人需要選擇辦理。**

**Items with ※ are optional.**

 2.洽辦項目如有任何疑問，請向各承辦單位（分機）聯絡洽詢。.

Should you have any question about the any items, please contact the respective responsible unit.

**建檔日期：**

**Date of submission:**