Application Procedures for Service Certificates for Employment-Based Part-Time Assistants (with Graduate Student Stipends) in Academic Programs

Contact person(s): staff at the employing unit (NTU academic programs) 1. To avoid disputes, a letter of authorization that clearly states the reason for applying by proxy and the national ID numbers of both the applicant and the appointed proxy may be presented by the proxy, who shall also present their personal identification.

2. After the employment termination form is filled out, a termination certificate may be issued depending on the needs of the applying part-time assistant. A roster of certificate recipients shall be made for future reference.

Go to the Student Assistance Division website (<u>https://advisory.ntu.edu.tw/</u>) and download the required forms via **Student Aid** > **Graduate Student Stipends** > **File Downloads**

> Obtain approval from the toplevel unit of the associated college (approval from the dean)

Notes:

 In-Service Certificate (currently employed)
Termination Certificate (issued at departure)
Service Certificate (issued after departure)

Affix seal

(as required by the applicant; affix the employing unit's seal or fill out the seal application

form -- to be approved and sealed by the dean -- and forward the sealed form to the

Documentation Division to affix the University's seal)

Issue certificate to the applying part-time assistant or the appointed proxy