證照獎勵金申請說明

Application for Professional Certificate Subsidy

1. 第一學期取得之證照須在 1 月 31 日前，第二學期取得之證照須在 7 月 31 日前提出申請，逾期恕不受理。
   The certificates issued in the first semester are required to submit subsidy application no later than January 31; and July 31 for the certificates issued in the second semester. Overdue paperwork will be rejected.

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，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 the application is incomplete, an updated application has to be submitted before the due date indicated in the email, 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.

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。
   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.

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。
   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.

7. 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 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.

8. 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 93069@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 (93069@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.