

National Central University Library

Application for Deposit Refunds

Name :

Passport Number :

Telephone Number :

Address :

Required Documents :

1. Deposit receipt attached ◦
 Receipt Lost Statement attached ◦
2. A photocopy of your passport ◦
3. 「 Letter of Immediate Cheque Transferring Accounts 」 ◦

Procedure :

1. Go to the information desk(with all the documents prepared) ◦
2. Refund Procedure(about 7 working day) ◦
3. After getting the notification call, please take your passport to the Cashier Section (at Administration Building 1F) to get the check ◦
4. Exchange for cash at First Bank(on the opposite corner of the Cashier Section) ◦

Date of application(mm/dd/yyyy) :