

# Ming Chuan University Notices Regarding Digital Student ID Card

Approved by the Academic Affairs Registrar Official Document No. 1060005484 on September 13, 2017

1. Starting 2017-18 academic year 1<sup>st</sup> semester, Ming Chuan University will issue digital student ID cards with the iPASS Corporation function as the regular student ID card for student identification, library loans, and curfew management. The initial value amount of the digital student ID card is 0 NTD. Students can add value to the digital student ID at those stores contracted by iPASS Corporation. Students will have student discount rate after the deposit of added value. The digital Ming Chuan University student ID card is non-transferable and no changes are to be made to the card. If there is any forgery, students bear responsibility.
2. The Ming Chuan University Digital Student ID card is distributed to first-year students upon completion of registration procedures and is valid for use within their period of enrollment.
3. The Ming Chuan University Digital Student ID card is valid with the current semester registration signet stamped on the card. The card is invalid upon graduating, study leave, or withdrawal. The valid usage period is explained as below:
  - (1) The years normally required for graduation from student's program: undergraduate programs are 4 years, except for Architecture Department which is 5 years; 2 years for masters' programs, and 3 years for doctoral programs. If students apply for study leave or are in extended study period, they must report to the Taipei Registrar Section or Taoyuan Academic Affairs Section within 2 weeks of the semester start to extend their student status on the digital card. Extended student status expires at the end of their extended study period. The card will not have student discount rate function; it can be used as an unregistered Adult card.
  - (2) Upon graduation or withdrawal from university, students may still use the functions of the digital card without the student discount rate function; it can be used as an unregistered Adult card. For any refunds, please inquire at the service center of the iPASS Corporation. The function of the digital card will be terminated upon refund.
  - (3) Students who apply for study leave can still use the functions of the digital card without the student discount rate; it will function as an unregistered Adult card.
4. If the Ming Chuan University Digital Student ID card is lost or stolen, the procedures for reporting it are as follows:
  - (1) The digital student ID card is registered as Ming Chuan University Student and is not registered under a personal name. According to the iPASS Corporation regulations, during their valid student status period, students need to provide their personal information to the iPASS Corporation in order to change the ID card status from Ming Chuan University Student to a registered personal card. Upon changing the ID card status, students will have the loss reporting, reissuing, and refund services from iPASS. If students graduate, withdraw from studies, or are expelled from the university, the digital ID card is then changed to an unregistered Adult card. The university does not provide any loss reporting or reissue services.
  - (2) If students lose their digital student ID card during their schooling period, they need to report the loss on the iPASS Corporation website (<https://www.i-pass.com.tw/>) and also via Ming Chuan University's Homepage by logging in with student ID number and password /Work /e-Form/Digital Student ID Card

Reissue and Name Change Application Form/select the reason for application/ send and finish. Then, pay 200NTD at the Automated Document Application Payment Machine and collect the receipt. It is not possible to cancel the application after a digital student ID card is reported as lost. Students will be responsible for any damage or misuse of identity of the card that may occur within 3 hours of reporting the loss.

- (3) Please bring the receipt to the Taipei Registrar Section or the Taoyuan Academic Affairs Section.
  - (4) Pick up the student ID card at the Taipei Registrar Section or the Taoyuan Academic Affairs Section.
  - (5) Upon the iPASS Corporation reviewing the amount remaining in the digital wallet and deducting the postage for registered mail or the processing fee for electronic bank transfer, the net amount will refund to student by check through postal mail or electronic funds remittance.
5. The above procedures are also to be followed when applying for a renewed digital card due to damage, and the old card should be returned.
  6. If a student loses the card during the examination period, the student must apply for a provisional card and apply for a temporary student identification card at the Automatic Document Application Payment Machines for the examinations.
  7. Upon graduating or applying for withdrawal from study, students are to bring the card to the corresponding office (the Registrar Section on Taipei campus or the Academic Affairs Section on Taoyuan campus) to stamp it with the university-leaving signet so that they can retain the card. In the case of study leave, the card is to be returned to the university to change the valid usage date of the student ID card. Students who do not follow the regulations are fully responsible for any resulting legal or compensation matters.
  8. Other regulations of card usage are in accordance with the Important Matters of the iPASS Corporation Purchase and Usage or related notices. Should these be revised, items in this notice will be adjusted accordingly.
  9. Upon being approved by the president, these regulations were announced and implemented.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***