

New (EasyCard) Student ID Card Renewal Process

Report a lost student ID card

School Information System → Report loss and reissue of EasyCard student ID card Fill in relevant information
(As shown in Figures 1 and 2)

Payment for current students

Go to the First Medical Building automatic payment machine to pay the student ID card replacement fee of \$200

Apply online for mailing

<https://www4.is.cgu.edu.tw/applyacc/Note.aspx>

With payment receipt
Deliver to the
Academic Affairs Office counter

After applying, ATM transfer

After three working days
Pick up at the
Academic Affairs Office counter

Handled by the Registration Section of the
Academic Affairs Office
Assist with mailing

Change department

1. After changing your department, please bring your old card to the Academic Affairs Office to change the "transfer" information. (No new card will be issued)
2. If you want to apply for a new card, follow the same process as reporting loss on the left. And "mark the transfer line on the receipt"

Change photos

Convert photo files Submit it to acade@mail.cgu.edu.tw
And then follow the report loss process on the left. And write "Replaced photo has been mailed" on the receipt

Figures 1 : <https://i.cgu.edu.tw/>

The screenshot displays the CGU website interface, featuring a sidebar with navigation links and a main content area with various service categories. The sidebar on the left includes links for Requirements, Research & Development System, Student Affairs ePoint, Various Applications/Inquiries, and Personal Info. The main content area is organized into several sections:

- Top Bar:** Includes a search bar labeled "Link or Fun Name", a "Contact Us" button, and links for "Favorite" and "English".
- News Section:** A date "2024-09-26" is followed by a notice about a competition. A "更多訊息" (More Information) link is provided.
- CGU Flow:** A list of services including Repairs, Repair Progress Inquiry, [Assignment Descriptions], and Flow.
- Single Sign-On:** A list of services including Campus Activities, E-Learning, E-Portfolio, UCAN Employment Competency Diagnosis Platform, Innovation Technology Matching Platform, and IR Performance Big Data Analysis System.
- In-depth Education Institution - Event Inquiry:** A link for "深耕課程活動查詢 (教職員)".
- Online Services:** A list of services including "Loss Reporting and Reissue of Student ID Card" (highlighted with a red box), Application for Transcripts and Certificates, Registered Letter, Student Scholarship Information, Lost and Found Announcement for Students, and Outstanding Recent Graduates and Alumni Recommendation System.
- TA Assignment:** A link for "Teaching Evaluation Form".
- Links:** A list of links including CGU Homepage, Extension, and CGU Computer Center.

Figures 2

1. Application for replacement



長庚大學 Chang Gung University

學生證補換發作業 ▾

學生證補換發申請進度查詢

學生證補換發申請

門禁入出歷史資料查詢

補換發申請件數如下
申請中：0 已完成：4

退費申請件數如下
申請中：0 已完成：4

2. Agree to the relevant content and click to submit



須要申請補辦新卡，點選「補辦」填寫資料送出後，逕至「自動化繳費機」繳費申請補發或逕至：退後，3天（不含例假日）後可以領取新卡。

也要先至本校「校務資訊系統」之「學生證掛失補辦作業」功能項登錄掛失及申請補辦程序，

悠遊卡門禁及悠遊卡功能皆不能回復。

失資料傳遞給悠遊卡公司辦理退費。（以上需先扣除相關規費）。

申請後起3小時內，卡片中可用金額餘額風險由持卡人自負，持卡人需負擔掛失手續費20元及退費手續費。

<http://www.tscc.com.tw/>查詢。

服務專線：412-8880轉7（手機及金馬地區請加02）。

☒ 已同意相關說明內容 學生證悠遊卡使用暨掛失說明下載

送出

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3. Select the reason for the change and confirm



原因 遺失 補發次數 4

請補發新卡

遺失

損毀

更改姓名

更換照片

其他

退費申請組：研究組

10元、第二次以後500元。

請逕至「自動化繳費機」繳費申請補發或逕至出納組繳費；持「繳費收據」交至註冊（研教）組續辦。

請申請與退費。

照片、條碼無法感應者，需交回舊證。更換照片請附照片電子檔。

影本及戶籍謄本(或戶口名簿影本)。

辦理，休學生於復學後始得辦理。

確認

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Please fill in the refund information on the next page (you may skip this step if no refund is needed).
The refund will be handled by the EasyCard Company.
If you have any questions, please contact the EasyCard service counter.