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
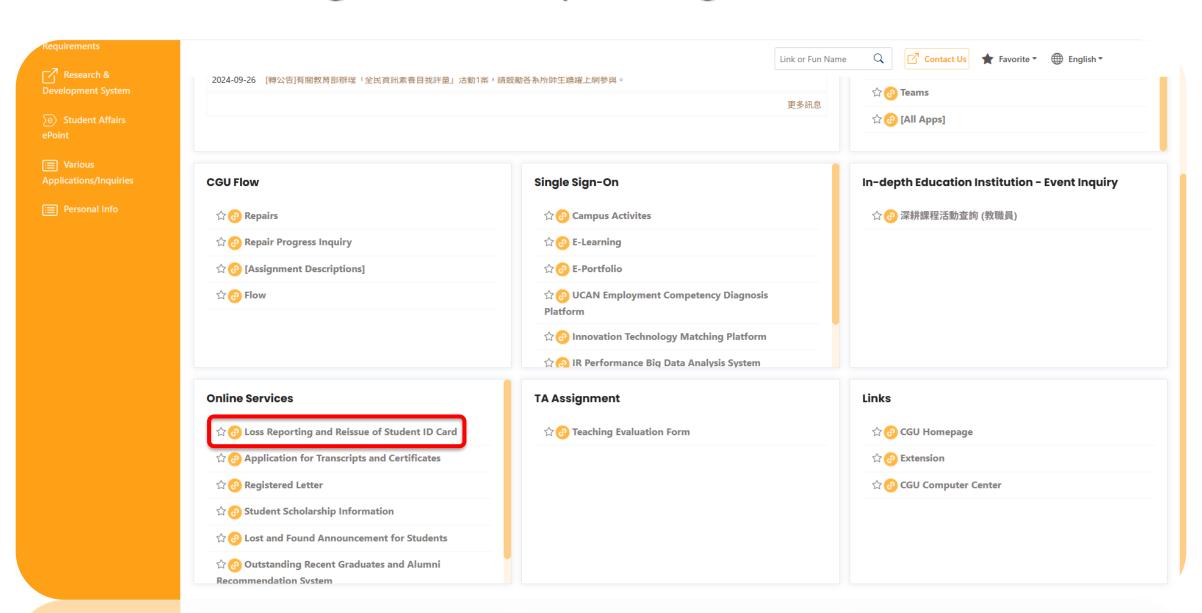Academic Affairs Office
Assist with mailing

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/

Figures 2

1.

Application for replacement

2.

Agree to the relevant content and click to submit

3.

Select the reason for the change and confirm

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.