

National Tsing Hua University Application Form for Correction of Personal Data on the Personnel System

Form Completion Date: December 1, 2023

Faculty and Staff Profile			
*Employee No.		*Name of Department	
*Position		*Name	
Application to correct personal data field (only the data field to be corrected needs to be filled in)			
Gender		National ID No. (Residence certificate No.)	
Nationality		Date of Birth	December 12, 2023
School of highest education		Department of highest education	
Highest education degree	<input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Ph.D <input type="checkbox"/> Other	Start and end date of highest level education	____/____/____ (YYYY/MM/DD) To ____/____/____ (YYYY/MM/DD)
Indigenous status	<input type="checkbox"/> Yes <input type="checkbox"/> No	Indigenous tribe	
Disability status	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level of disability	<input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe, profound
*Contact Number (Extension No.)		*Applicant's Signature	
Remarks field for the Office of Personnel			
Four corner code		Date of Revision:	____/____/____ (YYYY/MM/DD)
Registration personnel		Correction notes	<input type="checkbox"/> Resume holder <input type="checkbox"/> CCXP Personnel System <input type="checkbox"/> WebHR

Remarks:

- Fields with asterisk * are required fields**, only fields being corrected need to be filled in (data that do not need to be corrected do not need to be filled in).
- For mailing address, permanent address, e-mail, contact number, mobile phone, English name, and emergency contact person, **please log into the Academic Information System and correct it online**. (Path: Academic Information System/Personnel System/Basic Information)
- Please attach the following documents when applying to correct information:
 - "Name," "National ID No.," "Date of birth," and "Gender": Photocopy of the front and back of ID card (residence certificate).
 - "Nationality": Photocopy of first page of passport (personal information).
 - "Highest education": Photocopy of graduation certificate (please provide the Chinese in the remarks if it is in a foreign language).
 - "Indigenous status": Photocopy of household registration transcript (specifies indigenous status).
 - "Disability status": Photocopy of front and back of disability documents.
- Please directly deliver the application form to the Office of Personnel for processing after it is signed:
 - For faculty members, professional and technical personnel, and postdoctoral research fellows, please deliver it to Section 1 of the Office of Personnel.
 - For contract-based employees and project personnel, please deliver it to Section 3 of the Office of Personnel.

Revised by the Office of Personnel on July 23, 2021