

# National Taiwan Normal University

## Application For Stamping Official Seal

Document Title

Document Purpose

Number of Pages Requiring a Seal: _____	Please select the type of seal required	
	<input type="checkbox"/> School Seal [Large]	<input type="checkbox"/> School Seal [Medium]
	<input type="checkbox"/> President's Official Seal	<input type="checkbox"/> President's Signature Seal
	<input type="checkbox"/> Long Seal of School Name	<input type="checkbox"/> President's Authorized Official Seal
	<input type="checkbox"/> President's English Signature Seal	<input type="checkbox"/> President's Personal Seal

Application Unit	Unit of Countersignature	President or Authorized Proxy

Remarks:

1. This form must be filled out to have an official seal applied. Approval shall be processed in accordance with the Hierarchy of Procedures. However, certificates and other documents requiring the school's large seal and the President's signature seal must be reviewed by the President or authorized proxy for approval. Approved documents noted with "to apply for official seal" will be processed based on the original copy.
2. Please process applications related to projects with subsidy or self-generated funds through official request and countersignature by the Office of Accounting and the Office of Research and Development.
3. Applications for contract seal shall be processed through official request.
4. Photocopies shall include the notation "identical to the original" with applicant's stamp as proof.
5. Please follow the regulations for each document regarding the type of seal required.
6. Documentation included in applications for occupational injury compensation under labor insurance shall be countersigned by the Environmental and Public Safety Center.

Date: \_\_\_\_\_ (YYYY/MM/DD)