



考生個人資料更正注意事項（海外考區適用）

TOCFL Guide to Modification of Personal Information (for Test-Takers in Overseas Areas)

考生完成註冊或報名後，若發現報名系統上的個人資料有誤，需要更正，請以中／英文電子郵件提出申請。

If you discover that your registered personal information is not correct and would like to modify it after creating a new account or registering for the test, please submit a modification request via e-mail in Chinese/English.

一、申請期限 Application Deadline：

如果需要更正中文姓名、英文姓名、證件姓名、國籍、生日、電子信箱、報考的正簡版本，請於**報名截止日之前提出申請**，逾期恕不受理。

If you need to correct your Chinese name, English name, Name on the ID, nationality, date of birth, e-mail address, or to switch between traditional and simplified Chinese characters during registration, please submit your request before the registration deadline. No requests will be accepted after the deadline.

二、申請方式 Application Procedure：

- 1 請於電郵內文提供以下資訊 Please include the following information in your e-mail：
 - 考試日期（年／月／日） Test date (YYYY/MM/DD)
 - 報名系統帳號（護照號碼） Registration system account (passport number)
 - 目前報名系統上的中文姓名 Chinese name as currently registered in the system
 - 目前報名系統上的英文姓名 English name as currently registered in the system
 - 目前報名系統上的生日 Date of birth as currently registered in the system
 - 新的個人資料：中文姓名／英文姓名／證件姓名／國籍／生日／電子信箱／正簡版本 Updated personal information: Chinese name, English name, Name on the ID, nationality, date of birth, mail address, traditional Chinese characters, or simplified Chinese characters
- 2 請提供效期內、足以證明之護照、當地身分證、或中華民國居留證影本為電郵附件；若為正式改名，需提供新、舊證件影本。僅修正簡版本不需提供佐證。 Please attach a copy of your valid passport, national ID card, or ARC to your e-mail as proof of the updated details. If you have legally changed your name, please provide copies of both your previous and current identity documents. You do not need to provide copies of identity documents if you are only changing between traditional and simplified Chinese Characters.
- 3 填妥後，請電郵至華測會個資修改專屬信箱 service@sc-top.org.tw。
Please completed e-mail to SC-TOP at service@sc-top.org.tw.

三、修改原則 Modification Policy：

本會將依據考生提供之護照、當地身分證、或中華民國居留證上的個人資料進行更正。若提供之證件無法佐證或個人資料修改幅度過大，本會有權不予受理。

Modifications will be made based on the personal information as recorded on the passport, national ID card, or ARC provided by the test-taker. If the identity document does not support the requested modification, or if the modifications of personal information are deemed too extensive, the test-taker's request may be denied by SC-TOP.

四、注意事項 Important Notices：

1. 不得以他人代為輸入報名資料，造成資料錯誤為由，要求逾期受理。

Late requests will not be accepted, even if the incorrect registration information was entered by a third party on your behalf.

2. 建議考試當天攜帶此護照、當地身分證、或中華民國居留證應試。若在考試當天發現報名資料和證件上的個人資料不一樣，將不得入場參加考試，亦不得退費。

Please bring the passport, national ID card, or ARC attached to the e-mail along with you to the test. Test-takers will not be allowed to take the test if the personal information they provided during registration does not match the information on their identity documents. The registration fee will not be refunded in such an instance.