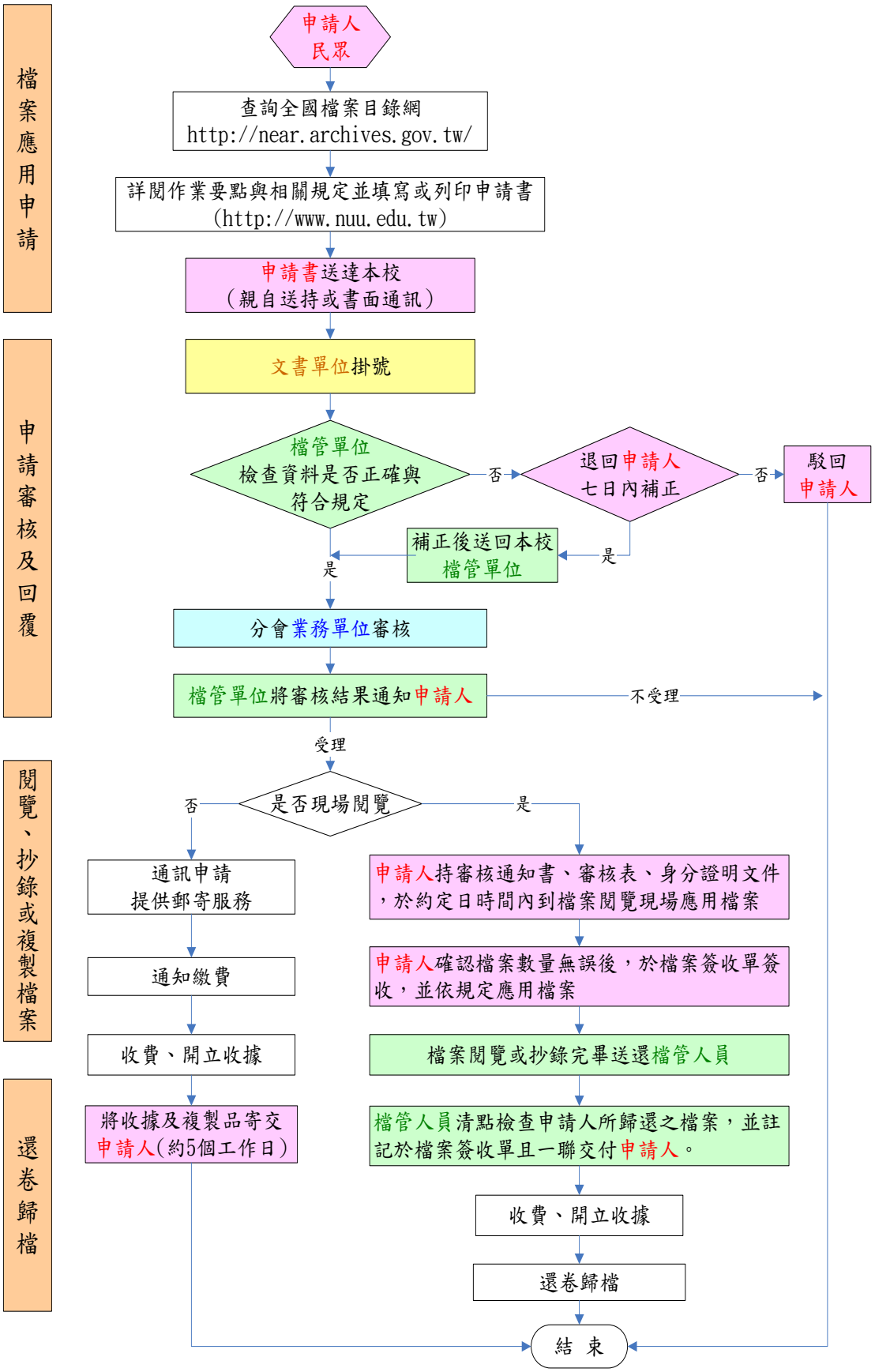國立聯合大學受理民眾申請檔案應用作業流程