**國立中正大學　各類學籍暨成績證明文件 申請表**

**National Chung Cheng University**

**Application Form for Transcript and Degree Certificate**

1. 請填表並至出納組繳費後，將本表交回教學組。After Filling out this form, please pay the fee at Cashier’s section and turn in to the Curriculum and Instruction Section.

2. 各類申請除開學第1-2週期間為3個工作天外，其餘時段為收件後次一個工作天中午取件。非本人取件，請出示委託書。The applied documents can be picked up in the next working day’s afternoon. During the first two weeks at the beginning of semester, the applied documents can be picked up 3 working days after. Please attach the warrant if you are authorized representative.

申請日期Application Date: 年yy/ 月mm/ 日dd/

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **申請人資料** | 姓名Name | 中文Chinese |  | 學號Student ID No. |  | 電話Phone No. |  |
| 英文English |  英文姓名須與護照相同 Please give your full name as shown on your passport. |
| ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿系(所)Department/Instiyute □大學部Bachelor □碩士Master □博士Ph.D |
| □**離校生**(畢業、退學)Graduate/Withdrawal □**在學**(含休學生)Currently enrolled/Suspension |
| **本人申請並擬請人代領者，請填下列資料並出示身分證件正本供驗 If you will appoint an authorized representative to pick up your applied documents, please show your personal ID.****代領受託人資料Information of Authorized Representative： 教學組驗證人：** 代領受託人姓名name:＿＿＿＿＿ ＿ 電話Phone no.：＿＿＿＿＿＿＿＿＿＿　 |
| 項目Item | 每份費用Fee/each(NT$) | 說明及注意事項Notes | 份數Copies | 金額Subtotal(NT$) |
| 中文在學證明 School Status Certificate | 免費Free | 請自行影印學生證正、反面影本至教務長室蓋章。請攜學生證正本供查驗。The photocopies of the front and back of Student ID card with the official Stamp of the Academic Affair serves as the School Status Certificate.Must turn in your Student ID card. |  |  |
| 中文在學證明School Status Certificate in Chinese | 10 | 申請當學期之在學證明，當學期須已完成繳費註冊。For students currently enrolled |  |  |
| 英文在學證明School Status Certificate in English | 10 |  |  |
| 英文歷年成績單Transcript for All Semesters in English | 20 |  |  |  |
| 中文名次證明書　 **□須顯示系排名，請勾選**Verification of class Ranking in Chinese**□with the Rank in Department** | 10 | 班排名一律會顯示（碩班甄試用） |  |  |
| 中文學位證書影本加蓋與正本相符驗證章The Copy of Diploma(Photocopy & Notarized Stamp) | 10 | 須攜畢業證書正本，影本由教學組影印Must turn in your original Diploma.  |  |  |
| 英文學位證明書Verification of Degree in English | 20 | **限已領取畢業證書之離校生申請****For Graduate Only** |  |  |
| 英文名次證明書Verification of Class Ranking in English | 10 | **限已領取畢業證書之離校生申請**，若為當學期畢業者，須所屬班級學生成績均已到齊。**For Graduate Only** |  |  |
| 研究生臨時學位證明書  | 10 | 限已完成學位考試且已繳交學位考試成績及畢業論文至教學組，並預計於當學期最後離校日前離校者。若當學期仍有修課，須待修課成績送達教學組後始得申請。 |  |  |
| 本校信封彌封Official Seal |  5 | 本收費為單一信封及彌封費用，不含內容物。彌封文件限本校成績單及教學組核發或驗證之文書。School envelope provided. Only the documants verified by the Curriculum and Instruction Section could be sealed |  |  |
| 出納組收費章  | 實收新台幣(Amount Received)　 　元整(NT$) | 總金額Total | NT$ |
| Paid Stamp of Cashiers’ Section |

教學組製作日期： 2016/05版