

學生申請中文成績單作業流程

Procedure of Chinese Transcript Application

- 業務單位：教務處註冊組
- 聯絡電話：請撥（03）4227151 分機 57115~57118、57122~57125
- 辦理時間：上班時間 8：30~17：00，中午 12：00~13：00 休息
- 工本費用：每份十元
- Office in charge: Register Division, Academic Affair Office
- Contact telephone: please dial (03)4227151 ext. 57115~57118、57122~57125
- Service time: working hour 8：30~17：00, lunch break 12：00~13：00
- Administration fee: NTD 10 per copy

● 申請方式：

Procedure of application:

一、親自或委託他人到校申請 For those who apply in person or by an authorized third person.

1. 【自動化】（投幣）申請方式

請直接到本校【行政大樓一樓樓梯口】【自動化服務系統】（投幣機）辦理。在校生以學號+身份證後四碼；畢業生以身份證號+出生年月日進入系統。

【自動化服務系統】（投幣機）開放使用時間為：星期一至星期五上午八點到下午五點（例假日不開放）。

To apply for Chinese transcripts, please use the “Automation System and Services coin machine” on the “1st floor of Administrative Building”. To log in the system, current students please enter their student numbers and the last four digits of ID card number; alumni please enter the last four digits of their ID card number along with their birth year and date.

Service hour of “Automation System and Services Coin Machine” : available at 8:00-17:00, from Monday to Friday; closed on Saturday, Sunday and National Holiday.

2. 委託他人到校臨櫃申請方式

填寫2-07 成績/證(明)書申請表並附上1-01 學籍與成績業務申辦委託書，受託人須出示身分證明文件以備查驗。
Entrust others to go to the counter of the school to apply, please fill out the application form and attach the power of attorney. The trustee must show the proof of identity document for inspection.

- 二、**67 學年度前入學**之校友，請至行政大樓一樓**【出納組】**填單繳費後，再將申請表交給三樓**【註冊組】**任一承辦人！

Alumni who admitted in the University **before academic year 1978-1979**, please go to the **“Cashier Office”** on the 1st floor of Administrative Building to fill the application form and make the payment, then go to **Register Division** on the third floor to process the application.

- 三、申請中文成績單，均可**【立即取件】**。

Chinese transcript can be collected **directly** on site.

※注意事項：

※Additional Information:

- 一、若畢業校友**不知學號**者，請務必註明**系所、入學年月及畢業年月**。

For alumni **who do not know their student numbers**, please be sure to attach the following information: **department, month and year of school admission and graduation**.

- 二、中文成績單若需**附排名**，於一樓投幣機領取成績單後，請至**三樓註冊組**洽承辦人辦理。

For the applicants who wish to **add class rank** on the Chinese transcript, please use the coin machine on the first floor to collect the transcript and go to the **Register Division on the third floor** to process the application.

- 三、折抵役期的申請方式與流程，請參考軍訓室網站說明

<http://140.115.183.177/derate.html>。

For the procedure and details about application of service period deduction for substitute services draftees, please refer to the website of Military Education and Student Safety Division.

※彌封成績單事宜

※Notice for transcript sealing service:

- 一、中、英文成績單或中、英文學位證書影本如為**申請國外學校或證明**用，請自行備妥**航空信封**，並於申請單或航空信封上**註明每個信封裝填份數及所需相關資料**。成績單製作完成後，即由本組將申請人所需相關資料裝入信封並加蓋彌封章。
- 二、本組**不提供**印有**中央大學抬頭**之航空信封，如有需要，本組可代為向本校敦煌書局購買，**信封彩色版十個 30 元**，信封款項請**另外支付**，不要加入匯票金額中，謝謝！

1. Applicants who want to have their academic transcripts sealed should indicate their requests in the application forms. If the transcripts or the copy of diploma are for the use of **foreign school application or for certification**, please prepare **airmail envelope** by yourself and **clearly write down on top of the application form or the airmail envelope the documents and the number of copies needed in each envelop.** After the transcript is ready, the Division will seal the documents needed by the applicants in the envelope and seal the sealing stamp.
2. The division **DOES NOT sell airmail envelopes entitling NCU**. If needed, the division can purchase the envelopes from Caves Bookstore in campus for you. The price will be **NTD 30 for 10 colored envelopes**, please **pay the envelopes separately**, do not pay it through postal orders. Thank you.