

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
- 郵寄申請之工本費請以【郵局匯票】支付，匯票抬頭務必填寫【國立中央大學 401 專戶】，如不相符一律以退件處理。

- 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
- For those who apply by post, please pay the administration fee by sending a **postal money** order payable to 【國立中央大學 401 專戶】. If there is any inconsistency, the postal order will be returned.

- 申請方式：
Procedure of application:

◎ 親自或委託他人到校申請

For those who apply **in person** or by an authorized third person

- 一、關於中文成績單申請作業，已採【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.

- 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.

◎ **郵寄方式**申請

For those who apply by **post**

- 一、 若在校生或**畢業校友**不克至校申請、取件，請填妥【**各類學籍與成績證明書申請表**】，申請表中註明**姓名、學號、系所**，申請份數與**白天可聯繫之聯絡電話**，連同**申請表、工本費與【貼妥足資郵票之回郵信封】**一併寄至本組。

If current students or **alumni** are unable to apply or collect the transcript in person. Please fill in the **“Application Form for Various Types of Students Status and Grade certificate,”** and indicate clearly their **names, student numbers, departments, how many copies are needed and the day time contact phone number**, then send **the form along with the administrative fee and addressed stamped envelope** to the Register Division.

- 二、 收件地址為：：(32001)桃園市中壢區中大路 300 號
教務處註冊組收

Mail to: Register Division, Office of Academic Affair. No. 300, Jhongda Rd., Jhongli District, Taoyuan City 32001, Taiwan (R.O.C.)

- 三、 費用：工本費每份新台幣十元，請以【郵局匯票】支付，匯票抬頭請書寫【國立中央大學 401 專戶】，如不相符一律以退件處理。切勿以郵票代替工本費。

Administrative fee: NT\$10 per copy. Please make the payment through a postal order entitled 【國立中央大學 401 專戶】. If there is any inconsistency, the postal order will be returned. Please make the payment only through a postal order, paying through postal stamps will not be accepted.

※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、 以郵寄方式申請者，請務必註明白天可聯繫之電話，以方便本組處理，發生疑義時，可立即與您聯繫。

如未提供聯絡電話及個人學籍資料，造成申請作業延誤，請自行負責。

For those who apply by post, please **be sure** to leave day time contact phone numbers so the Division may contact you in time in case of doubt.

If the contact phone number and student information are not attached, the applicant should be responsible for the delayed process.

- 三、 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.

- 四、 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.

- 五、 回郵郵資請先備妥，並貼於回郵信封上。

申請文件重量請參考下列說明：

1. 郵資計費請參考郵局網站

<http://www.post.gov.tw/post/internet/SearchZone/index.jsp?ID=13010104>

2. 國內函件郵資：郵資費用計算如下表：新台幣 NT \$ 計價，以申請的文件張數為計算郵資的依據，如須代購中央大學航空信封，一個信封重量＝一張成績單重量。例如申請 2 份中文成績單，3 份英文成績單，要彌封 3 份文件，請註冊組代購 5 個信封，故張數應為 2 份中文成績單+3 份英文成績單+註冊組代購 5 個信封＝10 張文件，應選擇 8~28 張對應表。

Please prepare a stamped and addressed envelope.

Please read the following notification for the information of application document weighing：

1. Please visit the website of post office for postage calculation details.
<http://www.post.gov.tw/post/internet/SearchZone/index.jsp?ID=13010104>
2. Domestic mail postage: The prices below are denominated in New Taiwan Dollar (NTD), and are counted based on the total page of applied document. If NCU airmail envelopes are needed, one envelope weights the same as one transcript page. Take the following case for example, if one applies for 2 Chinese

transcripts, 3 English transcripts and chooses to seal 3 documents, asking the Register Division to buy 5 airmail envelopes on his behalf, the total page should be 2 (Chinese transcripts) + 3 (English transcripts) +5 (airmail envelopes)= 10 pages, one shall refer to the “8-28 pages” column for the postage price.

以下資費重量已含大信封重量，申請1份成績單者，以小信封計算
 The following postagerates include already the weight of a big envelope. For those who apply for one copy of transcript, their postage charges the weight of a small envelope instead.

郵寄種類 mail type /張數 pages	國內郵資 domestic postage				
	1張 (含小信封) 1 page (small envelope included)	2~4張 2-4 pages	5~7張 5-7 pages	8~28張 8-28 pages	29~60張 29-60 pages
平信 ordinary mail	8	16	24	40	72
限時 prompt delivery mail	15	23	31	47	79
掛號 registered mail	28	36	44	60	92
限掛 prompt registered mail	35	43	51	67	107

3. 若申請 **3** 份以上之各項成績單，回郵信封**請勿**用**一般標準信封**，以免於郵寄過程中，文件易於破損。

If three of more transcripts are applied, please **DO NOT** use **normal standard envelope** so as to prevent documents from being easily damaged during the mailing process.

※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.