

# 學生申請英文學位證書影本用印作業流程

## Procedure of English Diploma Copy sealing 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：提供自行影印之影本 驗證費：每份 5 元；  
由註冊組影印（需提供證書正本）+ 驗證：每份 10 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
- Administrative fee：Authentication fee of NTD 5 per copy will be charged for the self-copied photocopy; Authentication and photocopy fee of NTD 10 per copy will be charged for the photocopy done by the Division (the applicant has to prepare the original copy of their diploma).
- 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、請先到本校【行政大樓一樓樓梯口】【自動化服務系統】（投幣機）繳費（畢業生以身份證號+出生年月日進入系統），或至行政大樓一樓【出納組】填單繳費。

Please use the “Automation System and Services coin machine” on the “1st floor of Administrative Building”. To log in the system, alumni please enter their ID card numbers along with their birth year and date. Or you can 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.

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、攜帶英文學位證書正本、自行影印之影本與繳費收據到註冊組辦理。

Please prepare the original copy of English diploma, **the self-copied photocopy and receipt of payment** to the Register Division to process the application.

### ◎ 郵寄方式申請

For those who apply by **post**

- 一、若不克至校申請、取件，請填妥【各類學籍與成績證明書申請表】，於申請表中註明中文姓名、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、【自行影印之影本】與【貼妥足資郵票之回郵信封】一併寄至本組。

If **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 numbers**, 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：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.**

## ◎ 取件方式

### Pick-up

- 一、 工作天數：當日申請，當日取件。若**同時申請**英文學位證明書**正本及影本**，工作天數則為當日申請，三個工作天後取件。

Processing time: right after application

(If you apply the original and the copy **at the same time**, the processing time would be 3 working days.)

- 二、 請洽註冊組承辦人領取。

Go to the Division on the third floor to process the application.

- 三、 郵寄申請文件者，本組將利用所附之回郵信封寄回給您。

For those who apply by post, the Division will send the transcript back to you by the stamped addressed envelope you attach.

## ※注意事項：

### ※Additional Information:

- 一、 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，以方便本組處理成績單，發生疑義時，可立即與您聯繫。

**如未提供聯絡電話、或個人學籍資料，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、 英文姓名須與**護照**上英文姓名相同；若無護照者，必須填寫全名，並與中文姓名相符，不得簡寫。如需更改英文姓名請提出相關證件並附書面說明重新申請。

The name in English must be identical with that on one's **passport**. Those who do not have a passport have to fill the full name that corresponds to their names in Chinese, initials will not be accepted. Those who wish to change their names in English, please present relevant certificates and written statements for reapplication.

- 四、 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

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 or 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、英文成績單或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.