國立中央大學各類學籍與成績證明書申請表-**Email申請專用2024/3/27**

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| **學生學號** | | |  | | | | | | | | | | | | | | **忘記可省略不填** | | | | | | | | | | | **系所別** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **中文姓名** | | |  | | | | | | | | | | | | | | **英文姓名** | | | | | | | | | | |  | | | | | | | | | | | | | **學籍** | | | | |  | | | | | | 在校 | | |  | | 畢業 | | | | |  | | 休學 | |  | 退學 |
| **學制** | | |  | | | | 學士班 | | | | | | | |  | | | | 碩士班 | | | | | | | | | **畢業取得** | | | | |  | 雙主修 | | | | | | |  | 輔系 | | | | | | |  | | | | 第二專長 | | | | | 名稱 | | | | | |  | | | |
|  | | | | 碩士在職專班 | | | | | | | |  | | | | 博士班 | | | | | | | | |
| **取件方式** | | |  | | 自取： | | | | | | |  | | 月 | | |  | | | | 日 | | | | |  | | | | | 時 | 自行到校取件並付款，付款方式可選「**悠遊卡**」或「現金」 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 國內： | | | | | | |  | | 掛號 | | | | | | |  | | | | | 限時掛號 | | | | | | | | |  | | 黑貓宅急便 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 國外： | | | | | | |  | | 航空掛號 | | | | | | |  | | | | | 郵局國際快捷 | | | | | | | | |  | | DHL | | | | | | |  | | | | | | | 順豐快遞（中港澳） | | | | | | | | | | | | | | | | |
| **付款方式** | | |  | | | ATM轉帳 | | | | | | | | | | | | | |  | | | | | 悠遊卡(限到校取件) | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **收件資訊**  **(自取免填)** | | | 收件人→ | | | | | | **按一下這裡以輸入文字。** | | | | | | | | | | | | | | | | | | | | | | | | | | | 收件人電話→ | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 郵遞區號 → | | | | | |  | | | | | | | | | 收件地址→ | | | | | | | | | | | **按一下這裡輸入文字。** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **請閱讀下列事項，務必勾選身份別與填寫申請人資料：(資料不全恕無法受理)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **我是本人** | | | | | | | | | |  | | | | | **我是代辦人** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * **本表係依「個人資料保護法」相關規定辦理，申請人若非學生本人(委託代辦人申請)，須檢附**[**「委託書」**](https://pdc.adm.ncu.edu.tw/Form/form/form01-01.pdf)**並確實經委託人(學生)授權向國立中央大學教務處註冊組代為辦理/領取下列相關程序與文件，如有虛偽不實或用於不正當用途而申請者，概由「申請人」承擔相關法律責任。** * Email申請：此份申請表填寫後**不須列印**；[**「委託書」**](https://pdc.adm.ncu.edu.tw/Form/form/form01-01.pdf)**可手機拍照或掃描後**，[將影像檔與此份申請表檔案一併**email至ncu57113@ncu.edu.tw**](mailto:將影像檔與此份申請表檔案一併email至ncu7121@ncu.edu.tw)。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **學生入學前 畢(肄)業學校** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | **生日** | | | 民國 | | | | |  | | | | | | | | | | | | 年 | | | |  | | | | | | | 月 | |  | | 日 | | |
| 若學生為學士班學生，請填寫高中學校名稱， 碩博士生以此類推 | | | | | | | | | | | | | | | | | | | | | | | | | | | **Email** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **申 請 項 目（※請於☐內勾選）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **工本費** | | | | | | | | **份數** | | | | | | | | **金額** | | | | **工作天數 (不含郵寄時程)** | | | | | | | | |
| **中文 成績單** | |  | | 中文**學期**成績單-(限在校生，僅申請最近一個學期成績) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | | **1**天   * 本年度應屆已畢業生，於「學年度」結束同年11月開放申請含畢業排名成績單 | | | | | | | |
|  | | 中文**歷年**成績單-一般格式 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | |
|  | | 中文**歷年**成績單 附畢業排名(限畢業生) (博士班不提供) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | |
| **英文 成績單** | |  | | 英文成績單-一般格式 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | | **3**天   * 民國80年前離校 校友需**5**個工作天 * 本年度應屆已畢業生，於「學年度」結束同年11月開放申請含畢業排名成績單 | | | | | | | |
|  | | 英文成績單 附畢業GPA(109年9月前退學生請勿勾選) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | |
|  | | 英文成績單 附畢業排名(限畢業生) (博士班不提供) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | |
|  | | 英文成績單 附畢業排名+畢業GPA(限畢業生) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | |
| **名次證明** | |  | | 排名證明書(限95學年度之後入學之學、碩士生申請) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | | **1**天 | | | | | | | |
|  | | 甄試名次證明書－**一般格式 （**每年10-12月申請） 限大四與碩二以上之在校生與畢業生申請 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | |
|  | | 甄試名次證明書－**全班及不含轉學生排名並列** 限大四在校生申請 （每年10-12月申請） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | |
| **中文 學位證書** | |  | | 遺失補發證明書正本(限申請一份)-請改填[1-12申請表](https://pdc.adm.ncu.edu.tw/form_reg.asp) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 50元 | | | | | | | |  | | | | | | | |  | | | |  | | | | | | | |
|  | | 影本驗證：【驗證章】+【影印工本費】  [**※請email證書掃描檔至ncu57113@ncu.edu.tw**](mailto:※請email證書掃描檔至ncu7121@ncu.edu.tw) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | | **1**天 | | | | | | | |
| **英文 學位證明書** | |  | | 正本(限申請一份) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 100元 | | | | | | | |  | | | | | | | |  | | | | **3天** | | | | | | | |
|  | | 影本驗證：【驗證章】+【影印工本費】 [**※請email證書掃描檔至ncu57113@ncu.edu.tw**](mailto:※請email證書掃描檔至ncu57113@ncu.edu.tw) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | | **1**天 | | | | | | | |
| **其他** | |  | | 中文/英文在學證明書(限在校生) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | | **1**天 | | | | | | | |
|  | | 中文 | | | |  | | | | | 休學證明書 | | | | | | | | |  | | | | | 復學證明書(請勾選) | | | | | | | | | | | | | 20元 | | | | | | | |  | | | | | | | |  | | | | **1**天 | | | | | | | |
|  | | 其他各類學籍及成績證明書 | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | 50元 | | | | | | | |  | | | | | | | |  | | | | **為客制化文件，**  **請洽詢註冊組後再申請** | | | | | | | |
|  | | 急件處理費-提前一個工作天取件者 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 100元 | | | | | | | |  | | | | | | | |  | | | | * **依每筆學號加收費用。** * 民國**80年前離校校友**申請英文成績單**不適用** * 此為文件完成工作天數，不含郵件運送天數。 | | | | | | | |
|  | | 急件處理費-提前二個工作天取件者 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 250元 | | | | | | | |  | | | | | | | |  | | | |
| **彌封費 與說明** | | **請說明彌封信封**  **裝袋方式與份數** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 10元 | | | | | | | |  | | | | | | | |  | | | | **信封由註冊組提供**  **公文信封≠彌封信封**若無彌封需求  請勿填入份數 | | | | | | | |
| **填寫範例：1個信封裝1份中文成績單+1份中文證書影本，共計3個信封**  ★海外求學求職彌封文件專用，是將學籍成績文件放入中大**彌封**專用信封，黏封後封口處蓋註冊組專用章。1份10元  所有文件寄出時，會統一使用中大公文信封裝妥，免費。**公文信封 ≠ 彌封信封**，若無彌封需求請勿填入份數 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **申請項目工本費小計** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | **出納組收費章** | | | | | | | |