**申請【電子版】學籍成績證明文件注意事項**

**Notes for Applying for Electronic Academic Documentation**

1. 本校【電子版】學籍成績證明文件係與臺灣網路認證公司(TWCA)合作，僅以PDF格式呈現，若檔案列印紙本，則會出現「Copy of Official Document」字樣。

NCU's **electronic** academic transcripts and documentation are provided in collaboration with Taiwan-CA INC. (TWCA) and are only available in PDF format. If the file is printed, the words "Copy of Official Document" will appear on the printout.

1. 【電子版】學籍成績證明文件寄送方式僅提供以校方公務電子信箱(ncu7121@ncu.edu.tw或ncu57113@ncu.edu.tw)發送**經電子簽章簽署之文件下載網址（下載期限30天）。**請確認收件單位可接受此一遞送方式再行申請。
**若否，建議改申請** [紙本成績單+彌封費，並以郵寄遞送方式辦理](https://pdc.adm.ncu.edu.tw/Form/form/form02-07-1f.pdf)**，以保障您的權益。**

The **electronic** academic transcripts and documentation with an electronic signature are sent exclusively via a **document download link (valid for 30 days)** delivered through NCU's official email (from **ncu7121@ncu.edu.tw** **or ncu57113@ncu.edu.tw**). Please confirm that the recipient can accept this delivery method before applying. **If not, it is recommended to request** [**a paper transcript sealed in an envelope (a seal fee is required) delivered by post**](https://pdc.adm.ncu.edu.tw/Form/form/form02-07-2f.pdf) **to ensure your rights are protected.**

1. 【電子版】學籍成績證明文件建議**已畢業**之校友申請。請至[校友服務系統](https://cis.ncu.edu.tw/AlumniSys/)申請。
**在校生**(含成績未到齊之學生)及與**當學期應屆畢業生**，因成績**尚未**最終確認與成績更改可能性，建議申請紙本成績單。【電子版】學籍成績證明文件經申請、入帳後製發，如因成績不全難以適用，由申請人自行負責，請重新繳費申請。

It is advised that **electronic** academic transcripts and documentation be requested by alumni who **have already graduated**. Please visit the [Alumni System](https://cis.ncu.edu.tw/AlumniSys/) for alumni's application. **Current students** (including those whose grades are not yet complete) and **recent graduates** who have **not yet** received their diplomas are advised to request paper transcripts, as their academic records may not be finalized. Once an **electronic** academic transcript or documentation is requested, it will be processed and issued after relevant fees are received by NCU. The applicant is responsible for any issues arising from incomplete grades, and a new application will need to be submitted.

**【電子版】學籍成績證明文件申請流程**

**Application Process for Electronic Academic Documentation**

即日起開放 **在校生** 透過email申請【電子版】學籍成績證明文件暨ATM繳款，作業流程如下：

In addition to alumni, services of email application and ATM transfer payment for **electronic** academic documentation are now available for NCU **current students.** The application procedure is listed as follows:

1. 請您填妥申請表2-07-3 PDF檔，申請表不須印出紙本填寫，請於填畢後email回傳至ncu57113@ncu.edu.tw，Email標題為「申請日期+電子-中文姓名」，例如20240611電子版-王小明。

Please fill out Application Form 2-07-3 in PDF format. Printing the form is NOT necessary; please fill it out electronically and email it back to ncu57113@ncu.edu.tw. The email subject should be "Application Date + Electronic - English Name", for example, "20240611 Electronic – Michael Lee".

1. 申請人若非學生本人(委託代辦人申請)，須另外檢附「[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。

If the applicant cannot apply in person (and would authorize a proxy), please attach the “[Letter of Authorization](https://pdc.adm.ncu.edu.tw/Form/form/form01-01.pdf)” and ensure that the proxy is indeed authorized by the applicant to deal with the application procedure and to receive documents from the Registration Division at NCU.

1. 註冊組**收到email申請後**，會依您所申請的文件内容計算工本費，並會在**2個工作天內**以email通知您繳款帳號與應繳金額。

After receiving your application via email, the Registration Division will calculate the costs and processing fees based on the requested documents. You will receive an email notification within 2 business days with the payment instructions and the amount due.

1. 待您完成繳費後，會儘速為您寄出文件。**【電子版】學籍成績證明文件工作天數3~10個工作天**。

Upon completion of your payment, we will promptly sent you the requested documents. Please note that **the processing of electronic academic transcripts and documentation may take 3 to 10 business days.**

1. 繳費方式為**ATM/網銀/行動銀行 轉帳**。提醒您，繳費可能需支付金融機構作業手續費。

**Transfer via an ATM, online Bank, or mobile bank** is the recommended payment method. There may be an extra fee charged by the financial institution that processes the transfer.

★若有任何疑問可來電或Email洽詢本組承辦人員，謝謝！

★For any further inquiry, please contact staff members at the Registration Division by phone or email. We appreciate your kind cooperation.

☆聯絡方式：教務處註冊組/320317桃園市中壢區中大路300號/03-4227151＃57126~57129/ncu7121@ncu.edu.tw or ncu57113@ncu.edu.tw

☆Contact: Registration Division / No. 300, Zhongda Rd., Zhongli District, Taoyuan City 320317, Taiwan (R.O.C.) /
 03-4227151＃57126~57129 / ncu7121@ncu.edu.tw or ncu57113@ncu.edu.tw

**國立中央大學學生【電子版】學籍成績證明文件申請表**

申請日期：

**NCU Application Form for Official Electronic Academic Documentation**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名Name | 中文Chinese |   | 英文English |  | 學號Student ID |  | 系所Department/Institute |  |
|  |  |  |  |  申請英文類文件時，按護照填寫Per the spelling on your passport |  |  |  |  |
| 生日Birth Date | 民國 年 月 日 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MM/DD/YYYY) | 取得Completed | [ ] 雙主修Double Major[ ] 第二專長Second Specialty [ ] 輔系Minor 名稱 Title:  |
| 學籍Status | [ ] 在校In school | [ ] 畢業Graduated | 學制Program | [ ] 學士班Bachelor’s Program [ ] 碩士班Master’s Program[ ] 碩專班In-service Master's Program [ ] 博士班Doctoral Program |
|  | [ ] 休學Voluntary Suspension | [ ] 退學Withdrawal  |  |  |
| **1、【在校生、休學生、肄業生】-每份200元For Current / Voluntarily Suspended / Withdrawn Students--NT$200 for Each Copy**  |
| **種類**Category | 請勾選☑ Check | 說明Description | **種類****Category** | 請勾選☑ Check | 說明Description |
| **中文歷年成績單**Chinese Transcript (All Academic Years) |[ ]   | **英文成績單-GPA**English Transcript with GPA |[ ]  109 年9 月前退學生僅提供一般格式 |
| **中文學期成績單**Chinese Transcript |[ ]  限申請最近一個學期 | [ ] **休學/**[ ] **復學證明書(請勾選)**[ ]  Certificate of Voluntary Suspension[ ]  Certificate of Resumption of Study |[ ]   |
| **名次證明書**Class Rank Certificate |[ ]   | **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在校生 |
| **中文(英文)在學證明書**Chinese/English Certificate of Enrollment |[ ]   | **甄試名次證明書－全班及不含轉學生排名並列** |[ ]  每年10-12月申請限大四在校生 |
| **2、【畢業生】-學籍成績證明書 -每份200元 For Graduates--NT$200 for Each Copy** |
| **中文歷年成績單**Chinese Transcript (All Academic Years) |[ ]   | **英文成績單-一般格式**English Transcript -General Format |[ ]  本年度應屆已畢業生，於「學年度」結束同年11月開放申請畢業排名For graduated new graduates: The application is available November after your graduation.博士班不提供畢業排名Ph.D. programs do not provide the class rank. |
| **中文歷年成績單+畢業排名**Chinese Transcript with Graduation Class Rank |[ ]  本年度應屆已畢業生，於「學年度」結束同年11月始開放申請 | **英文成績單- GPA**English Transcript with GPA |[ ]   |
| **名次證明書**Class Rank Certificate |[ ]  限95年度之後入學學生可申請 | **英文成績單-畢業排名**English Transcript with Graduation Class Rank |[ ]   |
| **甄試名次證明書** |[ ]  每年10-12月申請 | **英文成績單-畢業排名+GPA**English Transcript with Graduation Class Rank and GPA |[ ]   |
| **中文學位證明書**Chinese Degree Certificate |[ ]  此為學位「證明書」，樣式與畢業證書不同，但具同等「效力」This is a **degree certificate**, which differs in format from the diploma but holds the same **validity**. | **英文學位證明書**English Degree Certificate |[ ]  此為學位「證明書」，樣式與畢業證書不同，但具同等「效力」This is a **degree certificate**, which differs in format from the diploma but holds the same **validity**. |
| **3、其他特殊文件申請 Application for Other Special Documents** |
| **其他各類學籍及成績證明書**Other Kinds of Documentation  | **請填寫客製化文件名稱****Please specify the title of the customized document**. | **為客製化文件，請洽詢註冊組後再申請**Please contact the Registration Division before applying for customized documents. |
| **急件處理費-****Urgent Processing Fee** |[ ]  加收 **250** 元An Additional Charge of **NT$250** | 申請人雖已勾選急件處理費用，但考量業務量與案件複雜度不同，註冊組保留是否接受急件處理的權利。 |
|  |  |  | Even though the applicant has checked the box of the urgent processing fee, the Registration Division reserves the right to decide whether to accept urgent processing, considering the workload and case complexity. |
| **4、收件人Email資料填寫，第3位收件人起，每位加收20元，最多10位收件人**Add 20 NT dollars for each recipient from the third one onwards, up to 10 recipients. |
| **收件人資訊**Recipient Information | **金額****Charge** | **Email Address** | 提供給對方學校資訊例如Application ID or ASUID，若沒有可不填Provide recipient's school information, for example, Application ID or ASUID (Optional) |
| 收件人 1 Recipient 1 | 0 |   |   |
| 收件人 2 Recipient 2 | 0 |   |   |
| 收件人 3 Recipient 3 | 20 |   |   |
| 收件人 4 Recipient 4 | 20 |   |   |
| 收件人 5 Recipient 5 | 20 |   |   |
| 收件人 6 Recipient 6 | 20 |   |   |
| 收件人 7 Recipient 7 | 20 |   |   |
| 收件人 8 Recipient 8 | 20 |   |   |
| 收件人 9 Recipient 9 | 20 |   |   |
| 收件人10 Recipient10 | 20 |   |   |
| **註冊組／出納組繳費確認章****Registration and Cashier Divisions' Payment Confirmation Stamps** | **收費章** | **合計Total** |  | **NT Dollars** |
| 申請人Applicant | 申請人確實為學生本人，如有不實者，願負法律責任。The applicant is indeed myself. I am willing to bear legal consequences if there is any fraud in my identification. | 身分證前6碼The First 6 Digits of My ID Number. |   | 連絡電話Phone No. |   |
| 受託人Proxy | 本人確係受申請人委託，如有不實，願負法律責任。I am indeed the proxy of the applicant, and if it is not true, I am willing to bear legal consequences. | 身分證前6碼The First 6 Digits of My ID Number. |   | 連絡電話Phone No. |   |

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