

National Central University Application Form for English/Chinese Academic Transcript and Degree Certificate
Exclusive for Email/Fax/Postal Application (updated on March 29, 2023)

Student ID	You may leave it blank if you cannot recall.		Department/Institute				
Chinese Name			English Name	(Should be identical to that in your passport)			
Program	<input type="checkbox"/> Bachelor's program <input type="checkbox"/> In-service master's program	<input type="checkbox"/> Master's program <input type="checkbox"/> Doctoral program	Student Status	<input type="checkbox"/> Current student <input type="checkbox"/> Suspension	<input type="checkbox"/> Graduated <input type="checkbox"/> Dropped out		
Ways of Delivery	<input type="checkbox"/> Pickup in person: At (o'clock) on (month/date) and pay at counter (by "Easycard" or "cash"). <input type="checkbox"/> Domestic (Taiwan): <input type="checkbox"/> Registered mail <input type="checkbox"/> Prompt registered mail <input type="checkbox"/> Takkyubin <input type="checkbox"/> International: <input type="checkbox"/> Registered air mail <input type="checkbox"/> EMS <input type="checkbox"/> DHL <input type="checkbox"/> SF Express						
Payment Method	<input type="checkbox"/> ATM Transfer <input type="checkbox"/> Easycard or cash (Limited to in-person pickup)						
Recipient Information (Not required for pickup in person)	Recipient	Click here to enter words.			Recipient's phone number		
	Zip code		Address	Click here to enter words.			
Please read the following items carefully. Be sure to select the identity and fill in the applicant's information (Application will not be processed if the information is insufficient.) <input type="checkbox"/> I am the applicant. <input type="checkbox"/> I am the proxy. ● This application form is regulated by the Personal Information Protection Act. If the applicant cannot apply in person (and would like to authorize a proxy to submit the application), please attach a "Letter of Authorization" and make sure the proxy is authorized to deal with the application procedure and receive documents at the Division of Registrar of the Office of Academic Affairs, NCU. If application is found fraudulent or is used for any illegitimate purpose, the "applicant" should take all possible legal responsibility. ● Application via Email: please fill out the application form (printing out the form is not required). Please scan or photograph the "Letter of Authorization" and email the image file of the letter with the application form to ncu7121@ncu.edu.tw . ● Application by post: please print out the application form and deliver by post the form, the Letter of Authorization, a copy of your ARC card, the money order, and a stamped addressed envelope to the Division of Registrar, Office of Academic Affairs, National Central University, No. 300, Zhongda Rd., Zhongli District, Taoyuan City 320, Taiwan. ● Application by fax: please fax the application form, the Letter of Authorization, and a copy of your ARC card to 03-4253752.							
Previous School where You Graduated or Dropped out from			Birth Date	A.D.	YYYY	MM	DD
	If you are an undergraduate, fill the name of your high school in the blank. If you are a postgraduate, fill the name of your university where you obtained your bachelor's degree in the blank.		Email				
Requested Document (※ Please tick ✓ the <input type="checkbox"/>)				Charge (NTD)	Number of copies	Amount	Work days (Delivery days are excluded)
Chinese Transcript	<input type="checkbox"/> Chinese transcript of all academic years in regular format			20			1 Work day ● The new graduates of the current year may apply for the transcript with a class ranking in November of the same year.
	<input type="checkbox"/> Chinese transcript of all academic years with a class ranking (Limited to graduates)			20			
	<input type="checkbox"/> Semester transcript (Latest semester only)			20			1 Work day
English Transcript	<input type="checkbox"/> English transcript of all academic years in regular format			20			3 work days ● It may take 5 days to process the documents for alumni who graduated before 1991. ● The new graduates of the current year may apply for the transcript with a class ranking in November of the same year.
	<input type="checkbox"/> English transcript of all academic years with a GPA (Not applicable to students who dropped out by September 2020)			20			
	<input type="checkbox"/> English Transcript of all academic years with a class ranking (Limited to graduates)			20			
	<input type="checkbox"/> English transcript of all academic years with a class ranking and a GPA (Limited to graduates)			20			
Class Rank Certificate	<input type="checkbox"/> Class Ranking Certificate (Limited to Bachelor's and Master's students enrolled after August 2006)			20			1 Work day
	<input type="checkbox"/> Class Ranking Certificate for Admission by Recommendation—regular format (Available from October to December every year and limited to current seniors, second-year Master's students and above, and graduates)			20			
	<input type="checkbox"/> Class Ranking Certificate for Admission by Recommendation (Transfer students are excluded in the class ranking.) (Limited to current seniors and available from October to December every year)			20			
Degree Certificate in Chinese	<input checked="" type="checkbox"/> Reissuance of the Degree Certificate—Please fill out application form 1-12 instead.			50			
	<input type="checkbox"/> Verification of copies: Printing service (additional charges required) and imprinting of verification stamps on the copies ※Please email the scanned certificate to ncu7121@ncu.edu.tw .			20			
Degree Certificate in English	<input type="checkbox"/> Original copy (Limited to one copy only)			100			3 Work days
	<input type="checkbox"/> Verification of copies: Printing service (additional charges required) and imprinting of verification stamps on the copies ※Please email the scanned certificate to ncu7121@ncu.edu.tw .			20			
Other Documents	<input type="checkbox"/> Enrollment Certificate (Limited to current students)			20			
	<input type="checkbox"/> Certificate of Voluntary Suspension in Chinese			20			
	<input type="checkbox"/> Certificate of Resumption of Study in Chinese			20			
	<input type="checkbox"/> Other kinds of documentation related to student status and transcripts Click here to enter words.			50			Please contact the Division of Registrar before applying.
Sealed Documents	Please specify how the documents should be sealed and the number of copies			10			Envelopes are provided by the Division of Registrar.
	The envelope is exclusive for overseas study and employment. "Seal" means to put the transcript or degree certificate into NCU envelopes and seal the envelopes with the stamp of the Division of Registrar. Writing example: Put one transcript in Chinese and one copy of the degree certificate in Chinese in each envelope, and I need three envelopes in total.						
Total Amount						Payment Stamp of the Division of Cashier	