

- 公告：學籍成績證明文件－開放 email 申請暨 ATM 繳款說明
- [Announcement: Application for Transcript and Degree Certificate Application—descriptions of application by email and ATM transfer service](#)
- 公告內容：[Content:](#)

即日起開放校友透過 email 申請學籍成績證明文件暨 ATM 繳款，作業流程如下：

[Services of The email application and ATM transfer payment for academic transcript and degree certificate application are now available for NCU alumni. The application procedure is listed as follows](#)

1. 請您填妥申請表 2-07-1word 檔或申請表 PDF 檔（二擇一），申請表可以不必印出紙本填寫，服務選項前有紅色「□」核取方塊，請用滑鼠點選，可於電腦填畢後 email 回傳至 [ncu57113@ncu.edu.tw](mailto:ncu57113@ncu.edu.tw)。
  - 1 [Please fill out application form \(please download either WORD or PDF files\). Printing the form out is not required. Applicants may choose to type in the file and tick the red box “□” with your mouse for the document request. Please email the completed application form to \[ncu57113@ncu.edu.tw\]\(mailto:ncu57113@ncu.edu.tw\).](#)
  2. 申請人若非學生本人(委託代辦人申請)，須另外檢附「委託書」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。
  - 2 [If the applicant cannot apply in person \(and would authorize an attorney\), please attach the “Letter of Authorization” and assure the attorney is authorized to deal with the application procedure and to receive documents at the Division of Registrar of the Office of Academic Affairs, NCU.](#)
- ✓ 委託書下載 Letter of Authorization (download)
3. 註冊組收到 email 申請後，會依您所申請的文件種類、份數與郵寄方式、繳費方式來計算工本費，並會在 2 個工作天內以 email 通知您繳款帳號與應繳金額。
  - 3 [After the Division of Registrar receives emails from applicants, we would calculate the total charge based on the types of requested documents, numbers of copies, the desired delivery method, and the desired payment method; we shall reply by email to notify applicants of the payment account and total amount within two work days.](#)
- ✓ 收到申請後，才會通知繳款帳號與應繳金額
  - ✓ [Applicants will receive notification of the payment account and the total amount after the Division of Registrar confirms their application.](#)
  - ✓ 註冊組會準備信封裝好文件寄出，不須額外付費
  - ✓ [The documents will be sealed in envelopes and mailed by post; envelopes are free of charge.](#)
  - ✓ 申請國外學校要以中大西式信封彌封者，則須付費並由註冊組代購
  - ✓ [However, if applicants are applying for foreign schools which require NCU western style envelopes with seals, there is an additional charge for western style envelopes.](#)
4. 待您完成繳費後，會儘速為您寄出文件。
  - 4 [We will soon mail applicants’ documents by post after the applicants complete the payment procedure.](#)
  5. 繳費方式建議以 ATM 轉帳以加速流程。另外提醒您，繳費可能需支付金融機構作業手續費
  - 5 [ATM transfer is the recommended payment method for speeding up the application procedure. We would also like to remind applicants that there could be any extra charge from financial institutes.](#)

★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 Division of Registrar by phone or email. We appreciate your kind cooperation.