

# 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.

2. 【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，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 to ensure your rights are protected.**

3. 【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**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** 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 2-07-2 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".
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。  
If the applicant cannot apply in person (and would authorize a proxy), please attach the "**Letter of Authorization**" 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.
3. 註冊組**收到 email 申請後**，會依您所申請的文件內容計算工本費，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.
4. 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**至多 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 up to 10 business days**.
5. 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

NCU Application Form for Official Electronic Academic Documentation

申請日期：

姓名 Name	中文 Chinese	英文 English <small>申請英文類文件時，按護照填寫 Per the spelling on your passport</small>	學號 Student ID		系所 Department /Institute	
生日 Birth Date	民國 _____ 年 _____ 月 _____ 日 (MM/DD/YYYY)		取得 Completed	<input type="checkbox"/> 雙主修 Double Major <input type="checkbox"/> 第二專長 Second Specialty <input type="checkbox"/> 輔系 Minor 名稱 Title: _____		
學籍 Status	<input type="checkbox"/> 在校 In school <input type="checkbox"/> 畢業 Graduated <input type="checkbox"/> 休學 Voluntary Suspension <input type="checkbox"/> 退學 Withdrawal		學制 Program	<input type="checkbox"/> 學士班 Bachelor's Program <input type="checkbox"/> 碩士班 Master's Program <input type="checkbox"/> 碩專班 In-service Master's Program <input type="checkbox"/> 博士班 Doctoral Program		

## 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 <input checked="" type="checkbox"/> Check	說明 Description	種類 Category	請勾選 <input checked="" type="checkbox"/> 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	<input type="checkbox"/> 休學/ <input type="checkbox"/> 復學證明書(請勾選) <input type="checkbox"/> Certificate of Voluntary Suspension <input type="checkbox"/> 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. 由註冊組製發 Made & issued by Registration Division
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		由註冊組製發 Made & issued by Registration Division	英文學位證明書 English Degree Certificate		

## 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		
	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.	