

學生申請中文成績單作業流程

Procedure of Chinese Transcript Application

- 業務單位：教務處註冊組
- 聯絡電話：請撥（03）4227151 分機 57115~57118、57122~57125
- 辦理時間：上班時間 8：30~17：00，中午 12：00~13：00 休息
- 工本費用：每份 20 元
- Office in charge: Register Division, Academic Affair Office
- Contact telephone: please dial (03)4227151 ext. 57115~57118、57122~57125
- Service time: working hour 8：30~17：00, lunch break 12：00~13：00
- Administration fee: NTD20 per copy

● 申請方式：

Procedure of application:

一、親自或委託他人到校申請 For those who apply in person or by an authorized third person.

1. 【自動化】（投幣）申請方式

請直接到本校【教研大樓一樓羅家倫講堂旁】【自動化服務系統】（投幣機）辦理。在校生以學號+身份證後四碼；畢業生以身份證號+出生年月日進入系統。

【自動化服務系統】（投幣機）開放使用時間為：星期一至星期五上午八點到下午五點（例假日不開放）。

To apply for Chinese transcripts, please use the “Automation System and Services coin machine” near by Luo Jia-Lun Hall on the “1st floor of Teaching & Research Building”. To log in the system, current students please enter their student numbers and the last four digits of ID card number; alumni please enter the last four digits of their ID card number along with their birth year and date.

Service hour of “Automation System and Services Coin Machine” : available at 8:00-17:00, from Monday to Friday; closed on Saturday, Sunday and National Holiday.

2. 委託他人到校臨櫃申請方式

填寫[2-07 成績/證（明）書申請表](#)並附上[1-01 學籍與成績](#)

[業務申辦委託書](#)，受託人須出示身分證明文件以備查驗。
Entrust others to go to the counter of the school to apply, please fill out the application form and attach the power of attorney. The trustee must show the proof of identity document for inspection.

- 二、**67 學年度前入學**之校友，請至**教研大樓三樓【註冊組】**填單並以悠遊卡繳費！

Alumni who admitted in the University **before academic year 1978-1979**, please go to the **Register Division** on the 3rd floor of Teaching & Research Building to process the application and pay the fee with easy card (**NO CASH !**).

- 三、申請中文成績單，均可**【立即取件】**。

Chinese transcript can be collected **directly** on site.

※注意事項：

※Additional Information:

- 一、若畢業校友**不知學號**者，請務必註明**系所、入學年月及畢業年月**。

For alumni **who do not know their student numbers**, please be sure to attach the following information: **department, month and year of school admission and graduation**.

- 二、中文成績單若需**附畢業排名**，於一樓投幣機領取成績單後，請至**三樓註冊組**洽承辦人辦理。

For the applicants who wish to **add Graduation Class Ranking** on the Chinese transcript, please use the coin machine on the first floor to collect the transcript and go to the **Register Division on the third floor** to process the application.

- 三、折抵役期的申請方式與流程，請參考[生活輔導組](#)網站說明(生活輔導組網站→校安中心→折抵役期)。

For the procedure and details about application of service period deduction for substitute services draftees, please refer to the website of Military Education and Student Safety Division.

※彌封成績單事宜

※Notice for transcript sealing service:

- 一、成績單或學位證書影本如為申請國外學校或證明用，請於申請單註明每個信封裝填份數及所需相關資料。成績單製作完成後，即由本組將申請人所需相關資料裝入信封並加蓋彌封章。

If applicants wish to use their transcripts and the duplicates of their diplomas for their application for foreign schools or use them as documentation, please clearly state in the application form the number of the documents that need to be put in each envelope and the required information. After the transcripts are made, the Division of Registrar will put the documents needed by the applicants in each envelope and stamp a seal on the sealed opening of each envelope.

- 二、工本費：一封 10 元

The cost: 10 NTD per envelope.