

學生申請英文成績單作業流程

Procedure of English Transcript Application

- 業務單位：教務處註冊組
- 承辦人員：羅小惠、馮依菱、蘇錦鄉、陳怡俐
- 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
Counter No. 4/5/7/8
- 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: NTD 20 per copy
- 申請方式：
Procedure of application:

◎ 親自或委託他人到校申請

For those who apply **in person** or by an authorized third person

- 一、請先到本校【**教研大樓一樓羅家倫講堂旁**】【**自動化服務系統**】（投幣機）繳費（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 English 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.

- 二、再將填妥之【**各類學籍與成績證明書申請表**】交給三樓【**註冊組**】承辦人。受託人須附上1-01 學籍與成績業務申辦委託書，並出示身分證明文件以備查驗。

Then bring the **application form** and the payment receipt to **Register Division** on the third floor to process the application. Entrust others to go to the counter of the school to apply, please fill out the attach the power of attorney. The trustee must show the proof of identity document for inspection.

三、 **請務必書寫與【護照】相同之英文姓名。**

Please note that on the application form, the name in English must be identical with that on one's **passport**.

◎ 取件方式

Pick-up

一、 工作天數：

1. **初次**申請：當日申請，三個工作天後下午領取/寄出
(民國 80 年前畢業或取得輔系、雙主修者，需七個工作天後下午領取/寄出)

2. **續**申請者：當日申請，一個工作天後領取/寄出。

二、 請至註冊組前門入口處左手邊**成績櫃**中取件。

三、 郵寄申請文件者，本組將利用所附之回郵信封寄回給您。

一、 Processing time:

Those who file the application for the first time can normally collect their transcript (or have their transcript sent) three working days after they make the application. For those who have graduated, obtained minor or double major degree prior to year 1991, please allow 7 working days for processing.

Those who file the application for the second time onward can normally collect their transcript (or have their transcript sent) one working day after they make the application.

二、 Please go to the Register Division, enter the front door, and collect the transcript at the transcript counter on your left hand side.

三、 For those who apply by post, the Division will send the transcript back to you by the stamped addressed envelope you attach.

※注意事項：

※Additional Information:

- 一、 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、 英文姓名須與**護照**上英文姓名相同；若無護照者，必須填寫全名，並與中文姓名相符，不得簡寫。如需更改英文姓名請提出相關證件並附書面說明重新申請。

The name in English must be identical with that on one's **passport**. Those who do not have a passport have to fill the full names that corresponds to their names in Chinese, initials will not be accepted. Those who wish to change their names in English, please present relevant certificates and written statements for reapplication.

- 三、 **畢業生**可要求需加註**畢業 GPA 或畢業排名**，請務必於申請單中填寫；不得要求某一學期、學年之 GPA 及排名。

Alumni may ask to add **graduating GPA or graduating rank** on their transcripts, please indicate the need on the application form. Also, please note that the Division does not provide GPA and rank of a particular semester or academic year.

- 四、 英文成績單列出入學後歷年全部成績為限，不得要求申請某一學期、學年或刪除某科之成績。

English transcript lists all grades during students' stay at school, the Division does not provide the grade of a particular semester or a particular academic year, nor will the Division delete the grade of a particular subject.

※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.