

學生申請英文學位證書影本用印作業流程

Procedure of English Diploma Copy sealing 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：提供自行影印之影本 驗證費：每份 10 元；
由註冊組影印（需提供證書正本）+ 驗證：每份 20 元

- Office in charge: Register Division, Academic Affairs 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
- Administrative fee：Authentication fee of NTD 10 per copy will be charged for the self-copied photocopy; Authentication and photocopy fee of NTD 20 per copy will be charged for the photocopy done by the Division (the applicant has to prepare the original copy of their diploma).

- 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、攜帶英文學位證書正本、**自行影印之影本**與**繳費收據**到註冊組辦理。

Please prepare the original copy of English diploma, **the self-copied photocopy and receipt of payment** to the Register Division to process the application.

◎ 取件方式

Pick-up

- 一、工作天數：當日申請，當日取件。若**同時申請**英文學位證明書**正本及影本**，工作天數則為當日申請，三個工作天後取件。

Processing time: right after application

(If you apply the original and the copy **at the same time**, the processing time would be 3 working days.)

- 二、請洽註冊組承辦人領取。

Go to the Division on the third floor to process the application.

- 三、郵寄申請文件者，本組將利用所附之回郵信封寄回給您。

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

※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.