

National Central University Regulations for Certificates and Academic Transcripts Applications

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- Article 1 Students of National Central University (except for those who have been expelled) may apply for academic transcripts and various types of certificates in Chinese or English to the Office of Academic Affairs.
- Article 2 Once the applications are made, students should pick up their documents within three months. If no claim is made within the period, the Office of Academic Affairs will not be responsible for keeping the unclaimed documents. Once the claim is overdue, applicants should make new applications.
- Article 3 If students need to correct their English names on English certificates or English academic transcripts, they should make new applications for those documents with the documentation issued by governmental agencies.
- Article 4 Fees for various types of certificates:
1. Fees for academic transcripts and various types of certificates are listed as follows:
 - (1) Academic transcript: 20 NTD per copy
 - (2) Re-issuance of a degree certificate: 100 NTD per copy
 - (3) Enrollment certificate: 20 NTD per copy
 - (4) Certificate for suspension or certificate for resumption of study: 20 NTD per copy
 - (5) Class rank certificate in Chinese: Grades and class rank certificate for Admission by Recommendation, 20 NTD per copy
 - (6) Re-issuance of the certificate of study (with an academic transcript attached) in Chinese: 50 NTD per copy
 - (7) Other types of certificates and transcripts: 50 NTD per copy
 - (8) Each digital file of each type of document listed above costs

200 NTD. The digital files can be sent to two e-mailboxes, For each additional e-mailbox, there will be an additional charge of 20 NTD.

2. Other processing fees:
 - (1) Verification of degree certificate copies with verification stamp “Identical to the Original”: 10 NTD per copy; making copies of the diploma (degree certificate) and affixing verification stamps to the copies: 20 NTD per copy
 - (2) Seal request (with an envelope): 10 NTD per sealed envelope
 - (3) Urgent processing fee: If pickup can be arranged one business day in advance, there will be an additional charge of 100 dollars per transaction (per student ID); if pickup can be arranged two business days in advance, there will be an additional charge of 250 dollars per transaction (per student ID).
 - (4) Verification fee for an enrollment certificate used for any kind of competition: 10 NTD per student ID.

The aforementioned documents will only be issued in original copies except for the degree certificates. One may apply for the verified duplicated copies of the original degree certificate.

Article 5 The Regulations have been approved at the Academic Affairs Meeting before their implementation and announcement. Any future amendments should follow the same administrative procedures.