

Guidelines Governing Student Requests for Transcripts, Certificates, and Other Documents at National Central University

Approved by a meeting of the Academic Affairs Committee on June 20, 2003

- Article 1 University students (excluding those who have been expelled) and non-matriculating students who have earned course credit hours at the University may request copies of their official transcripts, certificate of enrollment, and other documents from the Office of Academic Affairs in either English- or Chinese-language versions.
- Article 2 The requested documents may be picked up at anytime during office hours within three months of submitting the request; after which, the Office of Academic Affairs will no longer be responsible for holding the copies and the applicant must submit a new request.
- Article 3 Applicants who have changed the English transcription of their names and would like the change recorded in the English-language copies of their transcript or other documents must bring proof of the change from a relevant government agency.
- Article 4 The application fees are as follows:
1. For official copies of transcripts and other documents:
 - (1) NT\$10 for each copy of a Chinese- or English-language transcript.
 - (2) NT\$50 for each copy of an English-language version of a degree certificate.
 - (3) NT\$50 for the replacement of a Chinese- or English-language version of a degree certificate.
 - (4) NT\$10 for each copy of an English-language version of proof of enrollment.
 - (5) NT\$10 for each copy of transcript or certificate of student ranking needed for test purposes.
 - (6) NT\$50 for the replacement of a certificate of course credits earned by a non-matriculating student.
 - (7) NT\$10 for each copy of any other document showing proof of enrollment or grades received.
2. For photocopies of the following diplomas or certificates that bear the imprint “copy conforms to the original”:
 - (1) NT\$10 for two photocopies of a Chinese-language version of a degree certificate.
 - (2) NT\$10 for two photocopies of an English-language version of a degree

certificate.

- (3) NT\$10 for two photocopies of a Chinese- or English-language version of certificate of course credits earned by a non-matriculating student.

Article 5 These guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.