

檔 號：

保存年限：

## 國立中央大學 函

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發文日期：中華民國111年8月22日

發文字號：中大教註字第1111100414號

速別：普通件

密等及解密條件或保密期限：

附件：各類學籍與成績證明書申請辦法中文版、各類學籍與成績證明書申請辦法英文版

主旨：公告本校「各類學籍與成績證明書申請辦法」修正後新規定自111年10月1日起正式實施，請轉知所屬學生，請查照。

說明：

- 一、依111年8月4日教務處第205次主管會議決議辦理。
- 二、成績單工本費等相關費用之調整案，業於今年6月15日教務會議修正通過，依教育部規定原則上應在新(1111)學期起實施，惟考量研究生因疫情延後離校至9月底，爰調整至10月1日起正式實施。
- 三、隨文檢附旨揭辦法中英文版各一份，同時公告在教務處網頁供校友查閱。

正本：各學院系所

副本：本校教務處、學生事務處、國際事務處、總務處、主計室

校長周景揚

本案依分層負責規定授權單位主管決行

# 國立中央大學各類學籍與成績證明書申請辦法

92.06.20 教務會議通過  
99.03.24 教務會議修正通過  
111.06.15 教務會議通過

第一條 本校學生（除被開除學籍者外）得向教務處申請中、英文成績單及各類學籍成績證明書。

第二條 申請後應於三個月內前來領取，逾期不領者本處不負保管之責，逾期則應重新申請。

第三條 相關英文證明文件或英文成績單之英文姓名如需更改，應憑政府相關單位所核發之證明文件重新申請。

第四條 各類證明書相關費用收費標準：

一、成績單及各類學籍及成績證明書收費標準如下：

1. 成績單每份二十元。
2. 補發學位證明書每份壹佰元。
3. 在學證明書每份二十元。
4. 休學、復學證明書每份二十元。
5. 中文名次證明：甄試用成績及排名證明書每份二十元。
6. 補發中文修業證明書(含成績單)每份五十元。
7. 其他各類學籍及成績證明書每份五十元。

二、其他收取行政規費標準如下：

1. 學位證(明)書影本驗證用印「與正本相符」每份十元；影印含驗證用印每份二十元。
2. 彌封費(含信封)每封十元。

所發各式證明文件，除了學位證(明)書憑正本得申辦影本驗證用印外，一律只核發正本。

第五條 本辦法經教務會議通過後公布施行，修正時亦同。

# National Central University Regulations for Certificates and Academic Transcripts Applications

Approved at the NCU Academic Affairs Meeting on June 20, 2003.  
Amended and approved at the NCU Academic Affairs Meeting on March 24, 2010.  
Amended and approved at the NCU Academic Affairs Meeting on June 15, 2022.

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 and charges for various types of certificates:

1. Fees and charges 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

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 degree certificate and affixing verification stamps to the copies: 20 NTD per copy
  - (2) Seal request (with an envelope): 10 NTD per sealed envelope

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 prior to their implementation and announcement. Any future amendments should follow the same administrative procedures.