申請【電子版】學籍成績證明文件注意事項

Notes for Applying for Electronic Academic Documentation

1. 本校【電子版】學籍成績證明文件係與臺灣網路認證公司(TWCA)合作，僅以 PDF 格式呈現，若檔案列印紙本，則會出現「Copy of Official Document」字樣。
   NCU's **electronic** academic transcripts and documentation are provided in collaboration with Taiwan-CA INC. (TWCA) and are only available in PDF format. If the file is printed, the words "Copy of Official Document" will appear on the printout.

2. 【電子版】學籍成績證明文件寄送方式僅提供以校方公務電子信箱(ncu7121@ncu.edu.tw 或 ncu57113@ncu.edu.tw)發送**經電子簽章簽署之文件下載網址（下載期限 30 天）**。請確認收件單位可接受此一遞送方式再行申請。**並請參考註冊組網頁官方寄送文件說明與WES說明。**
   若否，建議改申請 紙本成績單+彌封費，並以郵寄遞送方式辦理**，以保障您的權益。**
   The **electronic** academic transcripts and documentation with an electronic signature are sent exclusively via a **document download link (valid for 30 days)** delivered through NCU's official email (from **ncu7121@ncu.edu.tw or ncu57113@ncu.edu.tw**). Please confirm that the recipient can accept this delivery method before applying. **If not, it is recommended to request a paper transcript sealed in an envelope (a seal fee is required) delivered by post to ensure your rights are protected.**

3. 【電子版】學籍成績證明文件建議**已畢業**之校友申請。請至校友服務系統申請。
   在校生(含成績未到齊之學生)及與**當學期應屆畢業生**，因成績**尚未**最終確認與成績更改可能性，建議申請紙本成績單。【電子版】學籍成績證明文件經申請、入帳後製發，如因成績不全難以適用，由申請人自行負責，請重新繳費申請。
   It is advised that **electronic** academic transcripts and documentation be requested by alumni who **have already graduated**. Please visit the Alumni System for alumni's application. **Current students** (including those whose grades are not yet complete) and **recent graduates** who have **not yet** received their diplomas are advised to request paper transcripts, as their academic records may not be finalized. Once an **electronic** academic transcript or documentation is requested, it will be processed and issued after relevant fees are received by NCU. The applicant is responsible for any issues arising from incomplete grades, and a new application will need to be submitted.

【電子版】學籍成績證明文件申請流程

Application Process for Electronic Academic Documentation

即日起開放**在校生**透過 email 申請【電子版】學籍成績證明文件暨 ATM 繳款，作業流程如下：
In addition to alumni, services of email application and ATM transfer payment for **electronic** academic documentation are now available for NCU **current students.** The application procedure is listed as follows:

1. 請您填妥申請表 2-07-3 PDF 檔，申請表不須印出紙本填寫，請於填畢後 email 回傳至 ncu57113@ncu.edu.tw，Email 標題為「申請日期+電子-中文姓名」，例如 20240611 電子版-王小明。
   Please fill out Application Form 2-07-3 in PDF format. Printing the form is NOT necessary; please fill it out electronically and email it back to ncu57113@ncu.edu.tw. The email subject should be "Application Date + Electronic - English Name", for example, "20240611 Electronic – Michael Lee".

2. 申請人若非學生本人(委託代辦人申請)，須另外檢附「委託書」並確實經委託人(學生)授權向國立中央大學教務處註冊組代為辦理/領取下列相關程序與文件。
   If the applicant cannot apply in person (and would authorize a proxy), please attach the "Letter of Authorization" and ensure that the proxy is indeed authorized by the applicant to deal with the application procedure and to receive documents from the Registration Division at NCU.

3. 註冊組**收到 email 申請後**，會依您所申請的文件內容計算工本費，並會在**2 個工作天內**以 email 通知您繳款帳號與應繳金額。
   After receiving your application via email, the Registration Division will calculate the costs and processing fees based on the requested documents. You will receive an email notification within 2 business days with the payment instructions and the amount due.

4. 待您完成繳費後，會儘速為您寄出文件。**【電子版】學籍成績證明文件工作天數 3 個工作天**。
   Upon completion of your payment, we will promptly sent you the requested documents. Please note that **the processing of electronic academic transcripts and documentation may take 3 business days.**

5. 繳費方式為 **ATM/網銀/行動銀行 轉帳**。提醒您，繳費可能需支付金融機構作業手續費。
   Transfer via an ATM, online Bank, or mobile bank is the recommended payment method. There may be an extra fee charged by the financial institution that processes the transfer.

★若有任何疑問可來電或 Email 洽詢本組承辦人員，謝謝！

★For any further inquiry, please contact staff members at the Registration Division by phone or email. We appreciate your kind cooperation.

☆聯絡方式：教務處註冊組/320317 桃園市中壢區中大路 300 號/03-4227151＃57126~57129/ncu7121@ncu.edu.tw or ncu57113@ncu.edu.tw
☆Contact: Registration Division / No. 300, Zhongda Rd., Zhongli District, Taoyuan City 320317, Taiwan (R.O.C.) /
03-4227151＃57126~57129 / ncu7121@ncu.edu.tw or ncu57113@ncu.edu.tw

本表為互動式 PDF 表格，請使用 Adobe Acrobat Reader 或其他支援 PDF 表單功能之軟體直接輸入資料，請勿手寫。填寫完成後請另存檔案再寄回。

國立中央大學學生申請【電子版】學籍成績證明文件申請表

NCU Application Form for Transcripts, Degree Certificates, and Student Status Documentation　申請日期：

姓名 Name	中文 Chinese	英文 English（申請英文類文件時，按護照填寫 Per the spelling on your passport）	學號 Student ID	系所 Dept./Institute	
生日 Birth Date	民國 ____ 年 ____ 月 ____ 日 (MM/DD/YYYY)		取得 Completed	☐雙主修 Double Major ☐第二專長 Second Specialty ☐輔系 Minor　名稱 Title:	
學籍 Status	☐在校 In school ☐畢業 Graduated ☐休學 Voluntary Suspension ☐退學 Withdrawal		學制 Program	☐學士班 Bachelor's Program ☐碩士班 Master's Program ☐碩專班 In-service Master's Program ☐博士班 Doctoral Program	

1、成績證明書-每份 200 元 Transcripts --NT$200 for Each Copy

種類 Category	說明 Description	請勾選 ☑ Check	種類 Category	說明 Description	請勾選 ☑ Check
中文歷年成績單 Chinese Transcript (All Academic Years)			英文成績單 English Transcript	3 工作天 3 Work Days	
中文學期成績單 Chinese Transcript(Latest semester only)	限在校生申請 限申請最近一個學期		☐休學/☐復學證明書(請勾選) ☐ Certificate of Voluntary Suspension ☐ Certificate of Resumption of Study	限在校生或休學生申請	
在學證明書 Chinese/English Certificate of Enrollment	限在校生申請				

2、名次證明書 -每份 200 元 Ranking Certificate --NT$200 for Each Copy

博士班不提供排名 Class rankings are not provided for doctoral students.

中文名次證明書 Chinese Ranking Certificate	限 95 年度之後入學學生申請最近一學期排名於次學期第 3 週鎖定，鎖定前申請之排名僅供參考。		甄試名次證明書－一般格式	每年 10-12 月申請 限大四與碩二以上在校生及畢業生	
英文名次證明書 English Ranking Certificate			甄試名次證明書－全班及不含轉學生排名並列	每年 10-12 月申請 限大四在校生	

3、【畢業生】-每份 200 元 證書申請 For Graduates--Application of Diplomas--NT$200 for Each Copy

中文學位證明書 Chinese Degree Certificate	此為學位「證明書」，樣式與畢業證書不同，但具同等「效力」 This is a **degree certificate**, which differs in format from the diploma but holds the same **validity**.		英文學位證明書 English Degree Certificate	此為學位「證明書」，樣式與畢業證書不同，但具同等「效力」 This is a **degree certificate**, which differs in format from the diploma but holds the same **validity**.	

4、其他特殊文件申請 Application for Other Special Documents

其他各類學籍成績證明書 Other Kinds of Documentation Related to Student Status and Transcripts	每份 200 元 NT$200		申請前請先洽詢註冊組 Please consult the Division of Registrar in advance.	
急件處理費-1 個工作天取件 Urgent Processing Fee— Pickup after 1 Work Days	加收 250 元 An Additional Charge of NT$250		申請人雖已勾選急件處理費用，但考量業務量與案件複雜度不同，註冊組保留是否接受急件處理的權利。 Even though the applicant has checked the box of the urgent processing fee, the Registration Division reserves the right to decide whether to accept urgent processing, considering the workload and case complexity.	

5、收件人 Email 資料填寫，第 3 位收件人起，每位加收 20 元，最多 10 位收件人

Add 20 NT dollars for each recipient from the third one onwards, up to 10 recipients.

收件人資訊 Recipient Information	金額 Charge	Email Address	提供給對方學校資訊 例如 Application ID or ASUID，若沒有可不填 Provide recipient's school information, for example, Application ID or ASUID (Optional)
收件人 1 Recipient 1	0		
收件人 2 Recipient 2	0		
收件人 3 Recipient 3	20		
收件人 4 Recipient 4	20		
收件人 5 Recipient 5	20		
收件人 6 Recipient 6	20		
收件人 7 Recipient 7	20		
收件人 8 Recipient 8	20		
收件人 9 Recipient 9	20		
收件人 10 Recipient10	20		

註冊組／出納組繳費確認章 Registration and Cashier Divisions' Payment Confirmation Stamps	收費章	合計 Total NT Dollars	Email 申請【電子版】文件專用，填畢請 email 至 ncu57113@g.ncu.edu.tw

申請人 Applicant	申請人確實為學生本人，如有不實，願負法律責任。 I certify that I am the applicant and accept legal responsibility for any false information.	身分證前 6 碼 First 6 Digits of ID No.		聯絡電話 Phone No.	
受託人 Proxy	委託他人辦理時填寫，並須檢附委託書。委託書可拍照或掃描後，與本申請表一併 email 至 ncu57113@ncu.edu.tw。 Complete this section if applying by proxy. Please attach the authorization letter and email it with this form to ncu57113@ncu.edu.tw.	身分證前 6 碼 First 6 Digits of ID No.		聯絡電話 Phone No.	