

國立臺灣科技大學數位文件申請表 (研究生)

Taiwan Tech Application Form for Academic Digital documents (Graduate Students)

1. 申請人(學生/校友)資料 Applicant Information

學 號 Student I.D. No.		系 所 學 程 Depart.	
中 文 姓 名 Chinese Name		身 分 證 號 ID. No.	
英 文 姓 名 English Name	(同護照same as the name shown on passport)	聯 絡 電 話 Phone No.	

2. 勾選申請項目 Application Items (Please Check)

申請項目 Item	金額(NT\$) Charge	勾選項目 <input checked="" type="checkbox"/> Check	備註 Note
中文歷年成績單 Transcript in Chinese	200	<input type="checkbox"/>	
英文歷年成績單 Transcript in English	200	<input type="checkbox"/>	
學位證明 Certificate of Degree Conferral	200	<input type="checkbox"/>	限已畢業校友申請。 For graduates only
在學證明 Certificate of Enrollment	100	<input type="checkbox"/>	限已完成當學期註冊的在校生申請。 For students who have registered the semester only
預計畢業證明 Certificate of Expected Graduation	100	<input type="checkbox"/>	限博二下、碩一下以上，當學期可符合畢業條件之在校生申請(須檢附經指導教授及系所主管簽章之學位考試申請書影本【請至論文、指導教授資料輸入系統下載】)。 PhD students in the 4 th semester or above, and Master's students in the 2 nd semester or above, expecting to graduate this semester, must attach a Degree Examination Application Form signed by their advisor and department chair.

3. 收件人Email資料填寫 Recipient Information

收件人資訊 Recipient	金額 (NT\$)	電子郵件信箱 Email Address	需備註事項 Note
收件人1 Recipient 1	免費 Free		若需要協助上傳至WES系統者，請於「Email Address」欄位填上「WES：編號(7位數)」。 If you need us to upload your documents to WES, please enter "WES: [your 7-digit WES reference number]" in the Email Address field.
收件人2 Recipient 2	免費 Free		
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		

4. 付費及寄出申請資料 Payment and Submission

- 請依上述所選申請項目之費用，向郵局購買郵政匯票(受款人為「國立臺灣科技大學」)。
Purchase a postal money order payable to “國立臺灣科技大學” for the selected fee.
- 請將本申請表及郵政匯票裝入信封，以掛號郵寄至「106335臺北市大安區基隆路四段43號」研教組收。
Mail this application form and money order by registered post to Graduate Academic Affairs Division, No. 43, Sec. 4, Keelung Rd, Da'an District, Taipei 106335, Taiwan.
- 研教組收到申請表及工本費後，於3至5個工作天內Email所申請表單。
Upon receipt, the requested application documents will be sent via email within 3-5 business days.

總務處出納組
Cashier Division