

國立臺灣科技大學大學部各項證明申請書

Application form for academic certificate
National Taiwan University of Science and Technology

*113.09.24 第 633 次行政會議修訂

學號 Student I.D. No.		系所學程 Depart.		申請日期 Date	
身分證號 ID. No.		姓名 Name		聯絡電話 Tel	

申請項目 Item	取件時程 Process time	數量 Quantity	單價 Cost (NT\$)	合計 Total	備註 Note
中文成績單 Transcript in Chinese	立即取件 Pick up now		20		
中文名次證明 Class ranking certificate in Chinese	2 天 2 working days		20		
英文成績單 Transcript in English	3 天 3 working days		20		<input type="checkbox"/> 曾申請過 Ever applied before <input type="checkbox"/> 未曾申請過 First time application 英文姓名(Name in English): _____ (同護照 same as the name shown on passport)
英文學位證明 Certificate of Degree Conferral	3 天 3 working days		20		
英文名次證明 Class ranking certificate in English	3 天 3 working days		20		
在學證明(每學期第一份免費) Certificate of Enrollment (1 st copy for per semester is free to apply for)	3 天 3 working days		20		
教務處信封彌封費(每件) Sealing fee for envelopes from the Academic Affairs Office (per item)	立即取件 Pick up now		5		由教務處提供信封彌封 Envelope Provided by Academic Affairs Office
中/英文學位證書影本用印 Official seal for photocopy of diploma	立即取件 Pick up now		10		請攜帶「畢業證書正本」由本組影印並用印。自行影印者，本組不負責蓋章 Please bring the Original Graduation Certificate, we will copy and seal it. No official seal will be stamped on self-made copies.
預計畢業證明書(中英文並列) Expected Graduation Certificate (Chinese and English listed parallelly)	3 天 3 working days		20		限大三以上，當學期可符合畢業條件者申請。 Only 3rd year students or above, who meet the graduation requirements for the current semester, are eligible to apply.
延修證明 Certificate of Extended Study	3 天 3 working days		20		限大五以上在校生申請。 Only 5th year students(or above) who are currently enrolled at school, are eligible to apply.
復學證明 Certificate of Resumption of Studies	3 天 3 working days		20		限學籍狀態為休學者申請。 Only students whose status is Leave of Absence are eligible to apply.
學生證遺失補發 Replacement of student card due to loss	3 天 3 working days		悠遊卡(Easy Card)250		卡片種類-悠遊卡或一卡通,請務必擇一申請 Please choose Easy Card or iPass to apply for the Student ID Card
			一卡通(iPASS)200		
學生證換發 Exchange of damaged or unreadable card	3 天 3 working days		悠遊卡(Easy Card)150		卡片種類-悠遊卡或一卡通,請務必擇一申請 Please choose Easy Card or iPass to apply for the Student ID Card
			一卡通(iPASS)100		

※注意事項：

- 請至出納組繳費後，再將本單繳回註冊組。
- 如需郵寄，須於申請時附上填好收件人姓名、地址並貼足掛號郵資之信封，及向郵局購買費用所需金額之郵政匯票(收款人為國立臺灣科技大學，請務必加上「國立」二字)。
- 請於申請後二週內領取，否則本組不負責保管之責。

※Note:

- Complete this form and make payment to Cashier Section (3rd Floor), then return to the Register Section(1st Floor).
- If you wish to collect by mail, please attach a self-addressed stamped envelope with sufficient postage to cover return mailing.
- All the documents even the student ID card must be collected within two weeks. Afterwards, we shall not be liable or responsible for any loss of the documents or student card.

總務處出納組

Cashier Section, General Affairs Office