

National Tsing Hua University Regulations Governing Application for Student Status Documentation and Transcript

Amendments approved at the 2nd Faculty Meeting for Academic Year 1991

Amendments approved at the 4th Faculty Meeting for Academic Year 1997

Amended by the Office of Academic Affairs in June 2003

Amendments to Articles 6, 8 and 9 approved at the 1st Faculty Meeting for Academic Year 2010 on October 27, 2010

Amendments to the title and Articles 1~7 of the Regulations approved at the 2nd Faculty Meeting for Academic Year 2022 on December 22, 2022

Approved by the President on January 7, 2023

- Article 1 The Regulations are established to govern applications filed by students of NTHU for student status documentation, transcripts or certificates.
- Article 2 The Regulations are intended to govern the certificates, transcripts or documents produced and issued by the Division of Registration, Office of Academic Affairs.
- Article 3 Upon receipt of a student's application for the relevant certificates, transcripts or documentation, NTHU may charge the cost of production. NTHU authorizes the Division of Registration, Office of Academic Affairs to set forth the items, charge rates, application form, collection time and instructions thereto, and publish the same on the homepage of the Division of Registration, Office of Academic Affairs upon approval by the Vice President for Academic Affairs.
- Article 4 Where students have any other special needs, in addition to those referred to in Article 3 herein, the Division of Registration may provide customization services upon assessment. Students shall prepare a draft which matches the student status data and record, with payment of the verification fees and the cost of production of NT\$50 per page. In the event of any error or misleading statement found in the draft, the application will not be accepted by the Division of Registration.
- Article 5 Application procedures:
1. File the application or complete the application form via the autopay and printing system for transcripts (which may be downloaded online or requested from the Division of Registration).
 2. Payment of the cost of production.
- Article 6 The application for student status documentation, transcripts or certificates shall be filed by the student personally. Notwithstanding, the application filed by any person other than the student personally shall be subject to prior approval or authorization of the student.
- Article 7 The Regulations shall be promulgated and enforced upon authorization by the President, after they are approved by the Faculty Meeting.