

國立清華大學【中英文成績單／證明】申請表
National Tsing Hua University
Application Form for Chinese/English Transcript and Certificate

一、基本資料 General Information

申請日期 Application Date : 年 yy/ 月 mm/ 日 dd/

姓名 Name	中文 Chinese : _____ 英文 English : _____ <small>(請用正楷書寫 write in regular script) (首次申請英文書類須附護照影本，否則不予受理(Students apply for English Certificate for the first time must include a copy of the passport))</small>		
班別 Degree	學號 Student ID	系所別 Department / Institute	畢/肄業年月(在校生免填) Graduation Date (students currently enrolled do not have to fill this out) 年/yy 月/mm <input type="checkbox"/> 延畢(delayed graduating)
學士班 Bachelor			年/yy 月/mm <input type="checkbox"/> 延畢(delayed graduating)
碩士班 Master			年/yy 月/mm
博士班 PhD			年/yy 月/mm

二、申請項目及份數 Request Types and Number of Copies (每份工本費 10 元 each copy costs NT\$ 10)

中文書類 Certificate in Chinese	份數 Number of Copies			英文書類 Certificate in English	份數 Number of Copies		
	學 Bachelor	碩 Master	博 PhD		學 Bachelor	碩 Master	博 PhD
1 當學期(年)成績單* Transcript for Current Semester(year)				1 歷年成績單 Transcript for All Semesters			
2 歷年成績單 Transcript for All Semesters				2 學位證明** Verification of Degree			
3 歷年成績單(含名次證明)*** Transcript for All Semesters (including class ranking)		/	/	3 名次證明** Verification of Class Ranking		/	/
4 在學證明**** School Status Certificate				4 書卷獎證明 Outstanding Award		/	/
5 中文學位證書影本驗證(須附中文學位證書) **Notarization of Chinese Degree Certificate (must turn in the Chinese Degree Certificate) <input type="checkbox"/> 驗證章(每份工本費 5 元) _____ 份 Notarized stamp (each copy costs NT\$ 5) _____ copies <input type="checkbox"/> 影印+驗證章(每份工本費 10 元) _____ 份 Photocopy & Notarized Stamp (each copy costs NT\$ 10) _____ copies				5 在學證明* School Status Certificate			

- Note: 1. “*” indicates students currently enrolled in NTHU. “**” indicates graduates. “***” indicates applicants for graduate program. “****” indicates students who lost their Student ID and currently enrolled in NTHU.
 2. Please pay the fee at the Division of Registrar after filling out this form. The applied documents can be picked up in the next afternoon. (for time at the beginning of the school or busiest time of the year, please refer to the actual working days). For Students with SID before 71 and have never applied for English documents, the applied documents can be picked up after three working days.
 3. Students applying for oversea schools need sealed documents must prepare the envelopes themselves (school envelopes can be bought in the school bookstore). Once the documents are verified by the Division of Registrar, it should be sealed right away and stamped by the undertaking staff then students should mail the sealed documents by themselves.
 4. The photocopies of the front and back of Student ID serves as the School Status Certificate.

繳費單收據第一聯 Receipt 1 (出納組存 for Cashier Office)

編號

申請日期 Application Date	申請人 Applicant	繳費金額 (請大寫) Amount NT _____	收費章 Paid Stamp
/ /		仟 佰 拾 元整	

【繳費金額大寫：零、壹、貳、參、肆、伍、陸、柒、捌、玖】

繳費單收據第二聯 Receipt 2 (申請人存 for Applicant)

編號

申請日期 Application Date	申請人 Applicant	繳費金額 (請大寫) Amount NT _____	收費章 Paid Stamp
/ /		仟 佰 拾 元整	

【繳費金額大寫：零、壹、貳、參、肆、伍、陸、柒、捌、玖】

*The applied documents can be picked up in the **Box U8** according to your ID number in **the next afternoon**.