

National Tsing Hua University Application Form for Transcript and Certificate

一、基本資料 General Information

Application Date : 年 yy/ 月 mm/ 日 dd/

Name	Chinese : _____ English : _____ <small>(Print in capital letters; Students apply for English Certificate for the first time must include a copy of the passport)</small>		
Contact Number			
Degree	Student ID	Department / Institute	Graduation Date <small>(current student do not have to fill it)</small>
Bachelor			/yy /mm
Master			/yy /mm
PhD			/yy /mm

二、申請項目及份數 Request Types and Number of Copies

1. 歷年成績單 Transcript (NT\$ 10/ per copy)

Grade System	
Until Academic year 2009	Percentage grade
Start from Academic year 2010	Letter grade

Options Academic year	Standard	+ T Score	+ Relative Grade
Before 2018	V	N/A	N/A
2018 to 2020	V	N/A	V
After 2021	V	V	V

***Transcripts for student enrolled after/ in academic year 2021 must contain T scores.**

Degree Program	Language	Class Ranking	Standard Copy	Copy with Additional options	
				+ T Scores	+ Relative Grade
博 PhD	中 TW	No rankings for Graduate Students.			
	英 EN				
碩 Master	中 TW	No rankings for Graduate Students.			
	英 EN				
學 Bachelor	中 TW	包含 Incl.			
		不包含 not incl.			
	英 EN	包含 Incl.			
		不包含 not incl.			

2. 其他文件 Other Document (NT\$ 10/ per copy)

Document	Number of Copies				
<i>only available for Current student</i>					
在學證明 Enrollment Certificate of current semester	中 TW		英 EN		
<i>only available for Alumni</i>					
學位證明 Verification of Degree	only available in English		英 EN	B.A	M.A PhD.
<i>Other</i>					
大學部書卷獎證明 Outstanding Award Certificate (Bachelor Degree)	only available in English		英 EN		
大學部名次證明 Class Ranking Certification (Bachelor Degree)	中 TW		英 EN		
微學分學程通過證明 Credit Certificate of Micro-courses	中 TW		英 EN		

3. 其他服務 Other Service

學位證書影本驗證 Notarization of Degree Certificate Photocopy * NT\$ 5 per notarized stamp	<i>Please turn in required Degree Certificate Copies</i>
彌封服務 Sealed document service *NT\$ 5 per sealed envelope	_____封(number of sealed envelope) <i>Please specify the documents and number of copies to be included in the envelope:</i>

三、領取方式 Collection Method

<input type="checkbox"/> 親領 Pick up in person	<input type="checkbox"/> 郵寄 Send by post
If you want collect it by post, please attach a fully postage return envelope (large 4K) with the recipient's name and address. Postage can be checked on the Chunghwa Post website.	

四、付款方式 Payment Method

Please pay by postal money order, not postage.
The beneficiary is "National Tsing Hua University"

五、註冊組地址 Division of Registration Address

Main Campus: No. 101, Sec. 2, Kuang-Fu Road, Hsinchu City 300044
Nanda Campus: No. 521, Nanda Rd., East Dist., Hsinchu City 300193