

# 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/

<b>Name</b>	Chinese : _____ English : _____ <small>(Print in capital letters; Students apply for English Certificate for the first time must include a copy of the passport)</small>		
<b>Contact Number</b>			
<b>Degree</b>	<b>Student ID</b>	<b>Department / Institute</b>	<b>Graduation Date</b> <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\$ 20/ 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\$ 20/ 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