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

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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** |

**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 |

\*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 | | | | | | | | |
| *only available for Current student* | | | | | | | | | |
| 在學證明Enrollment Certificate of current semester | 中TW |  | 英EN |  | | | | | |
| *only available for Alumni* | | | | | | | | | |
| 學位證明 Verification of Degree | only available in English | | 英EN | B.A |  | M.A |  | PhD. |  |
| *Other* | | | | | | | | | |
| 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 |  | | | | | |

**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 | *Please turn in required Degree Certificate Copies* |
| 彌封服務Sealed document service  \*NT$ 5 per sealed envelope | \_\_\_\_\_\_封(number of sealed envelope)  *Please specify the documents and number of copies to be included in the envelope:* |

**三、領取方式 Collection Method**

|  |  |
| --- | --- |
| □ 親領 Pick up in person | □ 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. | |

**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

**四、付款方式 Payment Method**

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

20240318ver.