

南臺科技大學學生各項中英文證件申請書

STUST Chinese and English Certificate Application Form

學生基本資料 Student Information (Please ensure the information provided is true and correct)

Date : _____year_____month_____date

中文姓名(Chinese Name) : _____ 身分證字號(Passport/ARC No) : _____ 性別(Sex) : 男(Male) 女(Female)

英文姓名(English Name) : _____ (申請中文證件者免填)

出生年月日(Birth Date) : _____year_____month_____date 聯絡電話(Tel) : _____

聯絡地址(Address) : _____ (在校生免填)

博士 Doctoral 碩士 Master 二技 2-Year B.A. 四技 4-Year B.A. 二專 2-Year Jr. College 五專 5-Year Jr. College

學號(Student No.) : _____ 系組班級(Class Name) : _____

就學期間 (Year of Study) : _____year_____month to _____year_____month (在校生免填 for alumni only)

勾選 Tick	申請證件類別 Items	工本費單價 (元) Fee (NT)	數量 (份) Copies
	補發中文學位證明書 Replacement Chinese Diploma	50	
	英文畢業 (學位) 證明書 English Diploma	50	
	修業證明書 <input type="checkbox"/> 中文 <input type="checkbox"/> 英文 Certificate of Study (for dropouts only) <input type="checkbox"/> Chinese <input type="checkbox"/> English	10	
	休學證明書 <input type="checkbox"/> 中文 <input type="checkbox"/> 英文 Certificate of leave of Absence <input type="checkbox"/> Chinese <input type="checkbox"/> English	10	
	中英文在學證明書 Bilingual Certificate of Enrollment (for current students only)	15	
	中文歷年成績單 <input type="checkbox"/> 無排名 <input type="checkbox"/> 排名 Chinese Transcript for All Semesters <input type="checkbox"/> without ranking <input type="checkbox"/> with ranking	15	
	中文學期成績單 <input type="checkbox"/> 無排名 (____學年度____學期) <input type="checkbox"/> 排名 (____學年度____學期) Chinese Semester Transcript <input type="checkbox"/> without ranking (____year____semester) <input type="checkbox"/> with ranking (____year____semester)	15	
	英文歷年成績單 <input type="checkbox"/> 無排名 <input type="checkbox"/> 排名 English Transcript for All Semesters <input type="checkbox"/> without ranking <input type="checkbox"/> with ranking	15	
Total NT 元		收費承辦人簽章 Cashier :	

1、填妥申請書，繳交規定費用。中文證件領件時間約三個工作天，英文證件領件時間約五個工作天。若無法親自領取，則須附上「郵寄用切結書」。

After the completion of this application form and the payment, applicants can collect in person the Chinese documents in three business days; English documents in five business days.

2、畢業 (學位) 證書遺失申請補發「中文畢業 (學位) 證明書」者，須身分證正反面影印本各一份。

Applicants who apply for the replacement Chinese diploma are required to provide one copy of their ID card (both sides).

3、已辦妥退學手續者才可申請修業證明書，且只能申請一次。

Only after the applicants finish the school leaving procedure will they be able to apply for the Certificate of Study. One certificate per application.

4、學生證正反面影印後，持至教務處註冊組加蓋戳章，可當「中文在學證明書」使用。

The copy of student card (both sides) with the registration stamp can be used as the certificate of enrollment.

5、申請英文證件者，英文姓名須與護照英文姓名相同。

English name provided by the applicants shall be identical with that on the passport.

6、可以通訊方式辦理。請由本校網站下載本申請單，填妥後連同所需現金工本費 (請勿以郵政匯票支付) 及大型掛號回郵信封，逕寄教務處註冊組辦理。

Application by mail is available. Please enclose a self-addressed stamped envelope with this application form and fees and post them by the registered mail to the Registration Office.

份數 Copies	掛號郵資 Registered Mail	限掛郵資 Prompt Registered Mail	國際快捷 EMS
1~2	NT \$36	NT \$43	NT \$500
3~11	NT \$44	NT \$51	
12~21	NT \$60	NT \$67	