**國立中正大學各類學籍暨成績證明文件申請表**

**Application Form for Transcript and Degree Certificate**

1. 請填表並至出納組繳費後，將本表交回教學組。After Filling out this form, please pay the fee at Cashier’s section and turn in to the Curriculum and Instruction Section.

2. 收件後次1個工作日中午可取件。取件時請出示有照片證件；非本人取件，請出示委託書。The applied documents can be picked up in the next working day’s afternoon. While picking up the applied documents, the applicant need to show your personal ID. If you are the authorized representative, please attach the warrant.

申請日期Date: 年yy/ 月mm/ 日dd/

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| **申請人資料** | 姓名Name | 中文Chinese |  | 學號Student ID No. |  | 電話Phone No. |  |
| 英文English | **英文姓名須與護照相同****Please give your full name as shown on your passport.** |
| ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿系(所)Department/Institute □大學部Bachelor□碩士Master □博士Ph.D. |
| □**離校生**(畢業、退學)Graduate/Withdrawal □**在學**(含休學生) Currently enrolled/Suspension |
| **本人申請並擬請人代領者，請填下列資料並出示身分證件正本供驗** **If you will appoint an authorized representative to pick up your applied documents, please show your personal ID.** |
| 代領受託人姓名Name of Authorized Representative  |  | 受託人電話Phone no.　  |  | 教學組驗證人 |  |

**在學證明Certification of Enrollment**

申請學期在學證明，該學期須完成繳費註冊無休退學。請攜學生證正本。For students currently enrolled. Must show your Student ID card.

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| 項目Item | 每份費用Fee/each(NT$) | 說明及注意事項Notes | 份數Copies | 金額Subtotal(NT$) |
| 學生證影本在學證明\*The **photocopies of the front and back of the Student ID card** with the official Stamp serves as the Certification of Enrollment. | 免費Free | 學生自行影印，無需填本表Photocopies prepared by students. |  |  |
| 10 | 由教學組影印Photocopy by the Curriculum and Instruction Section. |  |  |
| 在學證明 Certification of Enrollment | 10 | 中英文並列， 公函式文件。 |  |  |

**成績、名次、學位證明及其他**

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| --- | --- | --- | --- | --- |
| 英文歷年成績單 Transcript for All Semesters in English | 20 | 無排名 (No class ranking) |  |  |
| 英文學分學程證書Certificate of Interdisciplinary Credit Program | 20 | 無排名 (No class ranking) |  |  |
| 名次證明書 Certification of Class Ranking **須顯示系排名with the Rank in Department** **□是yes □否no**  | 10 | 中英文並列班排名一律會顯示（可供碩班甄試用） |  |  |
| 中文學位證書影本加蓋與正本相符驗證章True Copy of Diploma (Photocopy & Notarized Stamp) | 10 | 須攜畢業證書正本，影本由教學組影印Must hand in your original Diploma.  |  |  |
| 英文學位證明書 Certification of Degree in English | 20 | **限已領取畢業證書之離校生申請****For Graduate Only** |  |  |
| 英文名次證明書Certification of Class Ranking in English | 10 | **限已領取畢業證書之離校生申請**，若為當學期畢業者，須所屬班級學生成績均已到齊。**For Graduate Only** |  |  |
| 本校信封彌封Official Seal |  5 | 本收費為單一信封及彌封費用，不含內容物。彌封文件限本校教學組核發或驗證之文書。School envelope provided. Only the documents verified by the Curriculum and Instruction Section could be sealed |  |  |
| 出納組收費章 Cashiers’ Section 實收新台幣(Amount Received)　 　元整(NT$) | 總金額TotalNT$  |

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