

Procedure of Application for Transcript of Records

1. The following materials are necessary to apply for a Chinese copy of the Student Status Certificate:

◎A photocopy of the front and back of the Campus Card constitutes the Student Status Certificate.

◎A student who needs the Student Status Certificate may apply for it only when the student has applied for, but has not yet received a reissued Campus Card.

◎The fee for a Chinese copy of the Student Status Certificate is NT\$10. (The fee shall be paid through the automatic payment system on the first floor of the instructional building.)

◎If a freshman who has not yet received a Campus Card wants to apply for a Student Status Certificate, the freshman shall go to the Registration Division on the third floor of the instructional building. (No application fee shall be paid.)

2. The following materials are necessary to apply for a transcript of records (for a semester or a school year, a Chinese copy or English copy of a transcript of records for all semesters, or an English copy of the Student Status Certificate):

◎The fee for a Chinese copy of a transcript of records for a semester, a school year, or all semesters is NT\$10. Once the fee has been paid through the automatic payment system on the first floor of the instructional building, follow the steps indicated in the system, and the transcript of records for which the student applied can be directly printed out. (One original copy of the transcript of records for all semesters is required for the recommendation and screening procedure of each school. Please do not deliver a photocopy of the original transcript of records to the Registration Division on the third floor of the instructional building to have the Registration Division affix its seal on it.)

◎The fee for an English copy of a transcript of records for all semesters is NT\$20. If the transcript is used for review, please follow the steps indicated in the automatic payment system on the first floor of the instructional building once the fee has been paid through the system. The transcript of records for which the student applied can be directly printed out. If you need to send the transcript overseas, please complete the application procedure at the Registration Division on the third floor of the instructional building once the fee has been paid through the automatic payment system on the first floor of the instructional building. (The procedure shall be completed within one week from the working day following the receipt of the application.)

◎The fee for an English copy of a Student Status Certificate is NT\$20. Once the fee

has been paid through the automatic payment system on the first floor of the instructional building, please complete the application procedure at the Registration Division on the third floor of the instructional building. (The procedure shall be completed within one week from the working day following the receipt of the application.)

※When a student who intends to transfer to another department wants to apply for the transcript of records for the previous semester, said student shall complete the application procedure at the Registration Division on the third floor of the instructional building once the fee has been paid.

3. The following materials are necessary to apply for a reissued payment statement:

◎The fee for printing out the payment statement for the previous semester is NT\$10. (The fee shall be paid through the automatic payment system on the first floor of the instructional building.)

◎Go to the Registration Division on the third floor of the instructional building to complete the procedure. Deliver the reissued payment statement to the Accounting Office on the first floor of the instructional building and have the Accounting Office place its seal on it.

◎The payment statement for the current semester can be printed out online.

Homepage→Students→Students' Information System→Student No. and Password→Application→Students' Information System→Fee Payment and Course Registration

4. Notices for Application for Transcript of Records

◎You may mail a photocopy of the transcript of records to the Registration Division on the third floor of the instructional building and have the Registration Division place its seal on it. (Once sealed, the transcript of records can be accepted by a unit providing a scholarship, but it is not a formal transcript of records.)

◎If the automatic payment system on the first floor of the instructional building is out of order, please inform the Cashier Division on the first floor of the instructional building of the situation and request that it handles the problem.