

Items applied	Application fee	Payment place	Application procedure	Place where the student has to complete the procedure	Notices
1. A Chinese copy of the transcript of records (to a current student at Ming Chi)	NT\$10	It will be automatically printed out after the fee has been paid via the automatic payment system on the first floor of the instructional building			For any questions relevant to the automatic payment system, please contact the Cashier Division, located on the first floor of the instructional building. Tel No.: 02-29089899#4114
2. Reissuance of tuition and miscellaneous fee payment notification	NT\$10	Pay via the automatic payment system on the first floor of the instructional building.	Take the completed payment application sheet with you to apply for the needed document.	Accounting Office on the first floor of the instructional building	To be printed in the current semester; related to the student loan system / payment and course selection
3. Reissuance of Campus Card	NT\$100				Prepare the payment application sheet and apply to the Division of Registry by 3:00 p.m., and you may pick up the applied for document after 4:00 p.m. on the same day.
4. A Chinese copy of Student Status Certificate				None	
5. Change of Student Status -related information	NT\$10			Prepare an original copy of your household registration and a photocopy of your ID (also required for an alumnus applying for a change of any information).	
6. Certificate of Suspension \ Certificate of Attendance				After you have completed the procedure of leaving school, you may apply for the needed document. You have to prepare one photo for each copy of the document you need.	
7. An English copy of the Certificate of Attendance				Provided with your English name, which shall be the name on your passport	
8. An English copy of the transcript of records for all semesters	NT\$20			Division of Registry on the 3 rd floor of the instructional building	Provided with your English name, which shall be the name on your passport (processing will take 5 business days).
9. An English copy of the transcript of records for all semesters (to an alumnus)					
10. A Chinese copy of the transcript of records for all semesters (to an alumnus)	NT\$10			None	
11. Reissuance of a Diploma (to an alumnus)	NT\$100			Prepare a photocopy of your ID, 2 photos, and the postage of NT\$39.	
12. Provisional certificate of graduation (to an alumnus)	NT\$10			The reissuance procedure shall be completed first. Prepare 1 photo.	