

國立成功大學證件申請表  
National Cheng Kung University  
Academic Certificates Application Form

中文姓名 Chinese Name				英文姓名 English Name	(與護照一致 Same as Passport)		
學號 Student ID No.	(忘記可免填 Please specify if available)		出生日期 Date of Birth			性別 Gender	
<input type="checkbox"/> 夜間部 Evening School <input type="checkbox"/> 進修學士班 Continuing Education <input type="checkbox"/> 學士班 Bachelor Degree Program <input type="checkbox"/> 碩士班 Master <input type="checkbox"/> 在職專班 Executive Master Program <input type="checkbox"/> 博士班 Doctor			入學年月 Date Enrolled				
系所名稱 Department/ Graduate Institute			畢業/退學年月 Graduation Date/ Date of Dropout				
身分證或護照/居留證號碼(外籍生) National ID No./Passport/ARC No.							
連絡電話或手機號碼 Contact Phone Number							
電子信箱 E-mail Address							
收件人：_____ 郵寄地址：_____							
(Recipient) (Mailing Address)							
*請附上A4回郵信封(Please enclose a A4 self-addressed stamped registered envelope.)							
申請項目(Item)					價格/份 Price/per	數量 Quantity	金額 Amount
1. 中文成績單(有學期排名、民國從 92 年起至 105 年止才有學期排名) Chinese Transcript (with SEM. Ranking, Bachelor Degree only, marked since academic year of 2003-2016)					20		
2. 中文成績單(無學期排名) Chinese Transcript without SEM. Ranking					20		
3. 英文成績單(有學期排名、民國從 92 年起至 105 年止才有學期排名) English Transcript (with SEM. Ranking, Bachelor Degree only, marked since academic year of 2003-2016)					20		
4. 英文成績單(無學期排名) English Transcript without SEM. Ranking					20		
5. 英文學位證明書(限畢業生) Certificate of Degree					20		
6. 英文畢業證書(限畢業生、限申請 1 份) English Diploma(One copy only)					100		
7. 英文修業證明(限退學生) Certificate of Withdrawal					20		
8. 中英文在學證明(限在學生、寒暑假不可申請) Verification of Student Status (not available during winter/summer vacation)					20		
9. 中英文名次證明(限學士班畢業生) Certificate of Class Rank (Bachelor degree only)					20		
10. 彌封信封 Sealed Envelope (於封口處彌封蓋章，不提供單獨申請空白彌封信封給同學自行彌封)					5		
合計(Total)							

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Remarks: Please send this completed application form with cash or a postal order payable to NCKU as the recipient for purchased items and a self-addressed stamped registered envelope to the Registrar's Division, National Cheng Kung University at the address of No.1, University Rd., Tainan City 701, Taiwan (R.O.C.)

※如有任何疑問不清楚的地方，請致電 06-2757575 轉 50129

If you have any further questions, please call +886-6-2757575 ext. 50129