

Request for Chinese and English Academic Documents

1. In accordance with Article 9 of National Taiwan University Academic Policies, no academic documents can be issued for students disqualified for admission or whose qualification for graduation are revoked.
2. Academic documents listed herein may be requested by the student, authorized third party, or via correspondence (enclosing a return envelope and required fees, and provide ways of contact, including phone number and address). The student shall provide required documents for the request.
3. Students shall present their student ID card when applying for academic documents. Alumni shall present documents that can prove their identity.
4. Office hours: 8 am to 5 pm, Mondays to Fridays.
5. Units in charge and contact numbers:

Units in charge and contact number	Affiliated units of the student
<p>Undergraduate Academic Affairs Division (02)3366-2388 ext. 211 to 221 and ext. 230</p>	<ol style="list-style-type: none"> 1. Students and alumni of the following colleges: Liberal Arts, Science, Social Sciences, Engineering, Bio-Resources & Agriculture, Management, Electrical Engineering & Computer Science, Law, and Life Science. 2. The College of Medicine: First year undergraduate students of the Department of Nursing; first and second year undergraduate students of other departments under the College of Medicine. 3. The College of Public Health: First year undergraduate students. 4. Students and Alumni of all departments under the Division of Continuing Education and Professional Development.
<p>Graduate Academic Affairs Division (02)3366-2388 ext. 403 to 412, ext. 415, and ext. 416</p>	<p>Students and alumni in the Master's and Ph.D. programs of the following colleges: Liberal Arts, Science, Social Sciences, Engineering, Bio-Resources & Agriculture, Management, Electrical Engineering & Computer Science, Law, and Life Science.</p>
<p>Branch Office of Academic Affairs in the</p>	<ol style="list-style-type: none"> 1. The College of Medicine: Undergraduate students in the second year or above of the Department of Nursing; Undergraduate students in the third year or above of other departments under the College of

College of Medicine (02)2312-3456 ext. 88021, ext. 88024, ext. 88025, and ext. 88027	Medicine; Master's students and Ph.D. students and alumni of the College of Medicine. 2. The College of Public Health: Undergraduate students in the second year or above, Master's students, Ph.D. students, and alumni.
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6. Procedures, fees and processing times:

Document	Fee (NT\$)	Processing time	Procedures	Note
Student ID Card (Chinese version)	NT\$150	1 working day	<ol style="list-style-type: none"> 1. Report loss of your student ID card on the INFO website. 2. Payment at the automatic payment machine or the Cashier Division. 3. Apply for a replacement card from your affiliated Academic Affairs unit with the receipt from the automatic payment machine or the Cashier Division (please fill in required information at the back of the receipt). 4. Collect your replacement student ID card with a valid form of identification. 	<ol style="list-style-type: none"> 1. English version is not available. 2. If you would like to use a new photo, please submit a two-inch half-length photo printed on glossy photo-quality paper with the head facing the camera.
Certification of study (Chinese/English)	NT\$20	Same day pick-up	1. Payment at the automatic payment machine: Apply from your affiliated	Certification of study is not available during summer or winter

versions)			<p>Academic Affairs unit with your student ID card and the payment receipt (please fill in required information at the back of the receipt).</p> <p>2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card and the payment receipt (please fill in required information at the back of the receipt).</p>	vacation.
Certificate of Enrollment Eligibility for the Following Semester (English version)	NT\$20	Same day pick-up	Same as above	<ol style="list-style-type: none"> 1. Chinese version is not available. 2. Only available during winter or summer vacation. To apply, the student's academic records must qualify for enrollment in the following semester.
Certificate of Extending Years of Study (Chinese version)	Free	Same day pick-up	Present your student ID card and apply from your affiliated Academic Affairs unit.	<ol style="list-style-type: none"> 1. English version is not available. 2. This Certificate is only for undergraduate students extending their years of study, and may only be applied during winter

				and summer vacations.
Envelopes sealed with the stamp of the Office of Academic Affairs	NT\$ 5	Same day pick-up	Transcripts will be placed into the envelope of the Academic Affairs Office by the staff and sealed with the stamp of the Head of the Academic Affairs Office.	The envelopes of the Academic Affairs Office are only used for sealing transcripts or other official documents issued by the Office of Academic Affairs, and may not be purchased alone.
Full Academic Transcript (Chinese version)	NT\$ 20	Same day pick-up	<ol style="list-style-type: none"> 1. Payment at the automatic payment machine: Collect from the printer next to the automatic payment machine after payment. 2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card (or ID card) and the payment receipt (please fill in required information at the back of the receipt). 3. Online application: Payment may be made at ATMs, bank counters or via credit card. The transcript will be posted to the address provided in the online application upon receipt of payment. 	

<p>Interim Transcript (Chinese version)</p>	<p>NT\$ 15</p>	<p>Same day pick-up</p>	<ol style="list-style-type: none"> 1. Payment at the automatic payment machine: Collect from the printer next to the automatic payment machine after payment. 2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card (or ID card) and the payment receipt (please fill in required information at the back of the receipt). 	<ol style="list-style-type: none"> 1. English version is not available. 2. Only the academic transcript of the most recent semester is available.
<p>Academic Record (English version)</p>	<p>NT\$ 20</p>	<p>Please see Note</p>	<ol style="list-style-type: none"> 1. Payment at the automatic payment machine: Collect from the printer next to the automatic payment machine after payment. 2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card (or ID card) and the payment receipt (please fill in required information at the back of the receipt). 3. Online application: Payment may be made at ATMs, bank counters or via credit card. The transcript 	<ol style="list-style-type: none"> 1. Undergraduate programs: Applicants whose student ID begin with 76 onwards and have applied for a transcript before may pick up their transcript on the same day. Applicants whose student ID begin with 75 or less and have not applied for a transcript before will take three working days to process. 2. Division of Continuing

			<p>will be posted to the address provided in the online application upon receipt of payment.</p>	<p>Education and Professional Development: Applicants whose student ID begin with 79 onwards and have applied for a transcript before may pick up their transcript on the same day. Applicants whose student ID begin with 78 or less and have not applied for a transcript before will take three working days to process.</p> <p>3. Master's and Ph.D. programs: Applicants whose student ID begin with 80 onwards and have applied for a transcript before may pick up their transcript on the same day. Applicants whose student ID begin with 79 or less and have not applied for a transcript before will take three working days to process.</p>
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Certificate of Class Rank (Chinese and English versions)	NT\$ 20	Same day pick-up	Same as above	Only available three weeks after the beginning of the next academic year following graduation.
Certificate of Class Rank in the Previous Semester (Chinese Version)	NT\$ 10	Same day pick-up	<ol style="list-style-type: none"> 1. Payment at the automatic payment machine: Collect from the printer next to the automatic payment machine after payment. 2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card (or ID card) and the payment receipt (please fill in required information at the back of the receipt). 	Only available to undergraduate students three weeks after the following semester.
Certificate of Class Rank for other Semesters and Academic Years (Chinese version)	NT\$ 10	Same day pick-up	<ol style="list-style-type: none"> 1. Payment at the automatic payment machine: Collect from the printer next to the automatic payment machine after payment. 2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card (or ID card) and the payment receipt (please fill in required information at the 	

			back of the receipt).	
Certificate of Class Rank for Postgraduate Program Admissions (Chinese version)	NT\$ 10	Same day pick-up	<ol style="list-style-type: none"> 1. Payment at the automatic payment machine: Collect from the printer next to the automatic payment machine after payment. 2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card (or ID card) and the payment receipt (please fill in required information at the back of the receipt). 	<p>Available for application during the postgraduate program admission period in semester 1. The dates will be announced before school starts.</p>
Degree Certificate (Chinese version)	Free		All students receive a degree certificate once they have completed the procedure to leave school.	The student ID card will be de-activated after completing the procedure to leave school. If your student ID card is lost, please report card loss online and print out the receipt. Present your ID card and the receipt to complete the procedure to leave school.
Degree Certificate (English version)	NT\$ 100	Please see Note	<ol style="list-style-type: none"> 1. Undergraduate students qualified for graduation in the current semester: Complete the “English Degree Certificate Request Form” available at your affiliated Academic Affairs unit and apply with 	<ol style="list-style-type: none"> 1. Only issued to graduates in the semester of expected graduation. No late application will be accepted. 2. Undergraduates may

			<p>payment receipt from the automatic payment machine (or from the Cashier Divisions) and submit to the affiliated Academic Affairs.</p> <p>2. Master's and Ph.D. students qualified for graduation in the current semester: Provide your English name in the online application for degree examination. After completing the procedure to leave school, present your student ID card and payment receipt from the automatic payment machine (or from the Cashier Divisions) and collect both Chinese and English Degree Certificate from the affiliated Academic Affairs.</p>	<p>collect both Chinese and English Degree Certificates after completing the procedure to leave school before December 25 for Semester 1 and May 25 for Semester 2. Chinese Degree Certificates will be ready to collect if requested during December 26 to the end of winter break in Semester 1 or during May 26 and the end of summer break in Semester 2. English Degree Certificate requires more processing time.</p>
<p>Certification of Degree Conferral (Chinese version)</p>	<p>NT\$ 20</p>	<p>Same day pick-up</p>	<p>1. Payment at the automatic payment machine: Collect from the printer next to the automatic payment machine after payment.</p> <p>2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card (or ID card) and the payment receipt (please fill in</p>	<p>1. For alumni only.</p> <p>2. All issued copies are original copies, and there are no limits to the number of copies one may apply for.</p> <p>3. This Certification has the same effect as the Degree Certificate. Alumni who did not apply for a Degree Certificate may apply for this Certification. Alumni who have a</p>

			<p>required information at the back of the receipt).</p> <p>3. Online application: Payment may be made at ATMs, bank counters or via credit card. The Certification will be posted to the address provided in the online application upon receipt of payment.</p>	<p>Degree Certificate may bring the original copy and request for certified copies.</p>
<p>Certification of Degree Conferral (English version)</p>	<p>NT\$ 20</p>	<p>Same day pick-up</p>	<p>1. Payment at the automatic payment machine: Collect from the printer next to the automatic payment machine after payment.</p> <p>2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card (or ID card) and the payment receipt (please fill in required information at the back of the receipt).</p> <p>3. Online application: Payment may be made at ATMs, bank counters or via credit card. The Certification will be posted to the address provided in the online application upon receipt of payment.</p>	<p>1. For alumni only.</p> <p>2. All issued copies are original copies, and there are no limits to the number of copies one may apply for.</p> <p>3. This Certification has the same effect as the Degree Certificate. Alumni who did not apply for a Degree Certificate may apply for this Certification. Alumni who have a Degree Certificate may bring the original copy and request for certified copies.</p>
<p>Certified copies of Degree</p>	<p>NT\$ 10</p>	<p>Same day pick-up</p>	<p>1. Payment at the automatic payment machine or the</p>	<p>Please bring the original copy of Degree</p>

Certificates (Chinese version)			Cashier Division at the Office of Academic Affairs or at the College of Medicine. 2. Apply from your affiliated Academic Affairs unit with the payment receipt and the original copy of Degree Certificate or Certification of Degree Conferral.	Certificate (Chinese version) or Replacement Degree Certificate (Chinese version).
Certified copies of Degree Certificates (English version)	NT\$ 10	Same day pick-up	Same as above	Please bring the original copy of Degree Certificate (English version) or Replacement Degree Certificate (English version).
Certificate of Expected Graduation (Chinese and English version)	NT\$ 20	Same day pick-up	1. Payment at the automatic payment machine: Apply from your affiliated Academic Affairs unit with your student ID card and the payment receipt (please fill in required information at the back of the receipt). 2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card and the payment receipt (please fill in required information at the back of the receipt).	
Certificate of	Free	Same day	Apply from your affiliated	For undergraduate

Completion (Chinese version)		pick-up	Academic Affairs unit with your student ID card.	students only.
Certificate of Academic Excellence (English version)	NT\$ 20	Same day pick-up	<ol style="list-style-type: none"> 1. Payment at the automatic payment machine: Collect from the printer next to the automatic payment machine after payment. 2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card (or ID card) and the payment receipt. 	<ol style="list-style-type: none"> 1. Chinese version is not available. 2. For undergraduate students only. 3. Please fill in your student ID number, name, the number of Academic Excellence Awards received and the respective academic year and semester of each award.
Certificate of Dean's Award (English version)	NT\$ 20	Same day pick-up	<ol style="list-style-type: none"> 1. Payment at the automatic payment machine: Apply from your affiliated Academic Affairs unit with your student ID card and the payment receipt (please fill in required information at the back of the receipt). 2. Payment at the Cashier Division at the Office of Academic Affairs or at the College of Medicine: Apply from your affiliated Academic Affairs unit with your student ID card and the payment receipt (please fill in required information at the back of the receipt). 	<ol style="list-style-type: none"> 1. Chinese version is not available. 2. Available only for undergraduate students who have received this award.
Confirmation of	Free	Same day	1. Request for suspension of	Available from the

Suspension of Studies (Chinese version)		pick-up	<p>studies online (for local students only) or by filling out a suspension of studies request form.</p> <p>2. The suspension of studies request form shall be approved and stamped by relevant units.</p> <p>3. Complete the suspension of studies procedure at your affiliated Academic Affairs unit with Request for suspension of studies form and your student ID card. The affiliated Academic Affairs unit will issue Confirmation of Suspension of Studies on the same day.</p>	beginning of each semester to the last working day before the final exams begin.
Confirmation of Suspension of Studies (English version)	NT\$ 20	Same day pick-up	<p>1. Payment at the automatic payment machine or the Cashier Division at the Office of Academic Affairs or at the College of Medicine.</p> <p>2. Request for an English Confirmation of Suspension of Studies at your affiliated Academic Affairs unit with the receipt from the automatic payment machine or the Cashier Division and Chinese Withdrawal Confirmation Letter.</p>	Available only after completing the suspension of studies procedures.
Confirmation of	Free	Same day	Students may apply from their	English version is not

Return to Study (Chinese version)		pick-up	affiliated Academic Affairs unit.	available.
Withdrawal Confirmation Letter (Chinese version)	Free	Same day pick-up	Complete and submit the “Requests for Withdrawal Form” with your student ID card at your affiliated Academic Affairs unit, and collect approval stamps. Upon completion of withdrawal procedure, deactivated student ID card will be returned and Withdrawal Confirmation Letter will be issued from your affiliated Academic Affairs unit.	
Withdrawal Confirmation Letter (English version)	NT\$ 20	Same day pick-up	<ol style="list-style-type: none"> 1. Payment at the automatic payment machine or the Cashier Division at the Office of Academic Affairs or at the College of Medicine. 2. Request for an English Withdrawal Confirmation Letter at your affiliated Academic Affairs unit with the receipt from the automatic payment machine or the Cashier Division and Chinese Withdrawal Confirmation Letter. 	Available only after completing the withdrawal procedures.
Certificate of Study (Chinese version)	NT\$ 20	Same day pick-up	Request for a Certificate of Study at your affiliated Academic Affairs unit with your ID card and the original copy of Withdrawal	<ol style="list-style-type: none"> 1. English version is not available. 2. Available only after completing the

			Confirmation Letter.	withdrawal procedures.
Replacement Degree Certificate (Chinese version)	NT\$ 100	Same day pick-up	<ol style="list-style-type: none"> 1. Payment at the automatic payment machine or the Cashier Division. 2. Request for a Chinese Replacement Degree Certificate at your affiliated Academic Affairs unit with the payment receipt (please fill in required information at the back of the receipt). 3. Collect with a valid ID or passport. 	<ol style="list-style-type: none"> 1. Available only for loss or damage of Chinese Degree Certificate or Chinese Replacement Degree Certificate, and requests for name change or correction of birth date on Chinese Degree Certificate or Chinese Replacement Degree Certificate. 2. Applicants shall present a valid ID or passport when applying. 3. The original copy of the Certificate of Household Registration must be included for requests of name change or correction of birth date after graduation. Requests for undergraduate Replacement Degree Certificate shall submit a "Change of Name and Date of Birth Form". Requests for postgraduate Replacement Degree

				Certificate shall submit a “Change of Personal Information Form”.
Replacement Degree Certificate (English version)	NT\$ 100	Same day pick-up	<ol style="list-style-type: none"> 1. Payment at the automatic payment machine or the Cashier Division. 2. Request for an English Replacement Degree Certificate at your affiliated Academic Affairs unit with the payment receipt (please fill in required information at the back of the receipt). 3. Collect with a valid ID or passport. 	<ol style="list-style-type: none"> 1. Available only for loss or damage of English Degree Certificate or English Replacement Degree Certificate, and requests for name change on English Degree Certificate or English Replacement Degree Certificate, or those applying for an English certificate of degree for the first time. 2. Applicants shall present a valid ID or passport when applying. 3. The original copy of the Certificate of Household Registration must be included for requests of name change or correction of birth date after graduation. Requests for undergraduate Replacement Degree Certificate shall submit a “Change of

				Name and Date of Birth Form”. Requests for postgraduate Replacement Degree Certificate shall submit a “Change of Personal Information Form”.
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