

National Taiwan University

Semester _____ Academic Year _____.

English Degree Certificate Request Form for Graduating Student (Bachelor's Degree)

1. Only students expecting to graduate in the current semester is eligible to apply for the **English Degree Certificate** (formerly the “English Diploma”). (Those who have applied for an English Degree Certificate but fail to graduate on schedule must reapply at the actual graduating semester.)
2. You are advised to select the Romanization of your name (if applicable) carefully. The spelling you choose should match that of your GRE and/or TOFEL examinee score reports as well the one on your official English transcript and your passport.
Example: Original name: 侯安琪 Romanization: AN-CHI HOU or HOU, AN-CHI
3. Deadline for application:
 - (1) Students who have applied for an English Degree Certificate before December 25 (for those expecting to graduate in the fall semester) or before May 25 (for those expecting to graduate in the spring semester) will receive both the Chinese and English versions of their Degree Certificate on the same day they have completed the procedure to leave school.
 - (2) Students who are unable to apply for their English Degree Certificate by the applicable deadlines stated in the preceding paragraph may still apply prior to the start of the following semester (i.e., the “Classes begin” date specified in the NTU Academic Calendar), and they will be able to receive the English Degree Certificate in seven (7) business days after submitting the application.
 - (3) After the late application period, as indicated in the preceding paragraph, however, no applications for English Degree Certificates will be accepted. Students are advised to apply instead for a **Replacement Degree Certificate (English version)** or the **Certification of Degree Conferral**, which are both officially equivalent to the English Degree Certificate. (This also applies to those who have changed the spelling of their names in English or who have lost their original **English Degree Certificate**.)

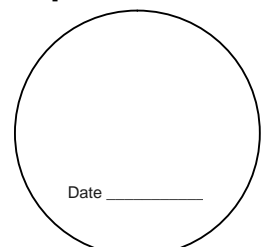
Department/ Track		Student ID No.		Full Name	
Phone No.		Name in English	(Print clearly in BLOCK LETTERS. We cannot be held responsible for incorrect information due to illegibility.)		
Payment	Fee: NT\$100, which you may: 1. Pay at an automatic payment machine, or (Attach the receipt from the automatic payment machine here) 2. Pay at the Cashier Division in person (Attach the receipt from the Cashier Division here)				

English Degree Certificate Request Form (Bachelor's degree) – Receipt

Semester _____ Academic Year _____

Student ID No.: _____ Full name: _____

Stamp of affiliated Academic Affairs unit:



Date _____

Note: Please retain this receipt until you have received your English Degree Certificate. This receipt is invalid without the stamp from your affiliated Academic Affairs unit.