

## NATIONAL TAIWAN UNIVERSITY

### Chinese/English Document Application Guidelines for Students

1. In accordance with Article 9 of the University's *Academic Regulations*, no academic records shall be issued to students who are expelled or whose graduation status has been revoked.
2. Applicants may present the required ID to apply for the listed documents, ask another person to do so on their behalf, or apply for the documents via post (please include a self-addressed stamped envelope, the required fees, contact number, and mailing address).
3. To apply for the listed documents, current students shall present their student ID; alumni must present a valid identification.
4. Processing time for all document applications: 8 a.m. – 5 p.m., Monday through Friday.
5. The processing units for each document and their contact numbers are as follows:

Division and contact information	Applicants
<b>Undergraduate Academic Affairs Division</b> (02) 3366 2388 ext. 211-222	<ol style="list-style-type: none"> <li>1. Undergraduate students and alumni of the Colleges of Liberal Arts, Science, Social Sciences, Engineering, Bio-Resources and Agriculture, Management, Electrical Engineering and Computer Science, Law, and Life Sciences.</li> <li>2. First-year Department of Nursing students and first-/second-year students in all other departments of the College of Medicine.</li> <li>3. First-year undergraduate students in the College of Public Health.</li> <li>4. Students and alumni of bachelor programs of extension education.</li> </ol>
<b>Graduate Academic Affairs Division</b> (02) 3366 2388 ext. 403-412, 415, 416	Master's and doctoral students and alumni of the Colleges of Liberal Arts, Science, Social Sciences, Engineering, Bio-Resources and Agriculture, Management, Electrical Engineering and Computer Science, Law, and Life Sciences, as well as the School of Professional Education and Continuing Studies and the Center for General Education.
<b>Branch Office of Academic Affairs, College of Medicine</b> (02) 2312 3456 ext. 88024, 88025, 88027	<ol style="list-style-type: none"> <li>1. College of Medicine: Current second-year students and above in the Department of Nursing, and current third-year students (and above) in all other departments; master's and doctoral students and alumni. All students in the Second Degree Bachelor of Science in Nursing.</li> <li>2. College of Public Health: second-year students and above and alumni; master's and doctoral students and alumni.</li> </ol>

6. The issued documents shall be original copies only except for photocopies of diploma, which may be issued when an applicant presents an original copy of their Chinese/English diploma.

7. Document names, application procedures, fees, and required workdays are listed in the table below:

Name of Document	Fee (NT\$)	Processing Time	Application Procedures	Remarks
<b>Student ID Card</b> (Chinese)	150	1 day	<ol style="list-style-type: none"> <li>Report lost on <a href="#">myNTU</a>.</li> <li>Pay the processing fee at a self-service kiosk or the Cashier Division.</li> <li>Take the application stub printed by the kiosk or the receipt issued by the Cashier Division (please fill in the information) to the responsible unit of the Office of Academic Affairs for processing.</li> <li>Present an ID to pick up the new card</li> </ol>	Applicants who wish to change photos should submit a 2-inch headshot in glossy print or in soft copy along with the application.
<b>Student Status Certification</b> (Chinese/English)	20	Same day	<ol style="list-style-type: none"> <li><b>Payment at a self-service kiosk:</b> Pick up the certificate at the printer located beside the kiosk approximately 3 minutes after payment.</li> <li><b>Payment at the Cashier Division (or the Cashier's Office, College of Medicine):</b> Present your student ID and the receipt (please fill out the necessary fields on the reverse side) at the responsible unit of the Office of Academic Affairs for processing.</li> </ol>	<ol style="list-style-type: none"> <li>Not available during winter/summer vacations</li> <li>One Chinese copy may be issued free of charge per semester.</li> </ol>
<b>Certificate of Eligibility to Enroll in the Following Semester</b> (English)	20	Same day	Pay the processing fee at a self-service kiosk or the Cashier Division or the Cashier's Office, College of Medicine, then present your student ID and the receipt (please fill out the necessary fields on the reverse side) to the responsible unit of the Office of Academic Affairs for processing.	<ol style="list-style-type: none"> <li>No Chinese version available</li> <li>Winter/summer break only. Students must have their grades confirmed without potential for academic dismissal and be eligible to enroll in the following semester in order to apply.</li> </ol>
<b>Certificate of Ineligibility to Graduate in the Current Semester</b> (Chinese)	Free	Same day	Present your student ID at the responsible unit of the Office of Academic Affairs to apply.	<ol style="list-style-type: none"> <li>No English version available</li> <li>Only undergraduate students who have been granted an extension of study may apply during winter/summer break.</li> </ol>

<b>Document sealing fee</b>	5	Same day	Students may apply to the Office of Academic Affairs to enclose their transcripts or other issued documents in an official envelope and affix the seal of the director of the responsible unit of the Office of Academic Affairs.	The Office of Academic Affairs envelope is intended only for enclosing transcripts and documents issued directly by the office and is not for sales separately.
<b>Academic Transcript —Cumulative (Chinese)</b>	20	Same day	<ol style="list-style-type: none"> <li><b>1. Payment at a self-service kiosk:</b> Pick up the transcript at the printer located beside the kiosk approximately 3 minutes after payment.</li> <li><b>2. Payment at the Cashier Division (or the Cashier’s Office, College of Medicine):</b> Present your student ID (or identity card) and the receipt (please fill out the necessary fields on the reverse side) at the responsible unit of the Office of Academic Affairs for processing.</li> <li><b>3. Online application:</b> Pay the application fee via ATM transfer, at a bank counter, or with a credit card. After your payment is confirmed, the requested document(s) will be mailed to the address provided on the application.</li> </ol>	
<b>Academic Transcript —Semester (Chinese)</b>	15	Same day	<ol style="list-style-type: none"> <li><b>1. Payment at a self-service kiosk:</b> Pick up the transcript at the printer located beside the kiosk approximately 3 minutes after payment.</li> <li><b>2. Payment at the Cashier Division (or the Cashier’s Office, College of Medicine):</b> Present your student ID (or identity card) and the receipt (please fill out the necessary fields on the reverse side) at the responsible unit of the Office of Academic Affairs for processing.</li> </ol>	<ol style="list-style-type: none"> <li>1. No English version available</li> <li>2. Students may only apply for the transcript for the most recent semester.</li> </ol>

<p><b>Transcript of Academic Record—Cumulative (English)</b></p>	<p>20</p>	<p>See remarks</p>	<p><b>1. Payment at a self-service kiosk:</b> Pick up the transcript at the printer located beside the kiosk approximately 3 minutes after payment.</p> <p><b>2. Payment at the Cashier Division (or the Cashier’s Office, College of Medicine):</b> Present your student ID (or identity card) and the receipt (please fill out the necessary fields on the reverse side) at the responsible unit of the Office of Academic Affairs for processing.</p> <p><b>3. <u>Online application:</u></b> Pay the application fee via ATM transfer, at a bank counter, or with a credit card. After your payment is confirmed, the requested document(s) will be mailed to the address provided on the application.</p>	<p><b>1. Undergraduate students:</b> Students whose student ID number starts with 76 (or later) or who have previously applied for a transcript: <b>Same day</b> Students whose student ID number starts with 75 (or earlier) and who have never applied for a transcript: <b>3 days</b></p> <p><b>2. Students of bachelor programs of extension education:</b> Students whose student ID number starts with 79 (or later) or who have previously applied for a transcript: <b>Same day</b> Students whose student ID number starts with 78 (or earlier) and who have never applied for a transcript: <b>3 days</b></p> <p><b>3. Master’s and doctoral students:</b> Students whose student ID number starts with 80 (or later) or who have previously applied for a transcript: <b>Same day</b> Students whose student ID number starts with 79 (or earlier) and who have never applied for a transcript: <b>3 days</b></p>
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<b>Transcript of Academic Record—Semester</b> (Chinese/English)	200	See remarks	<ol style="list-style-type: none"> <li>1. The verified electronic transcript is only sent by official email account from the university.</li> <li>2. Online application only. The transcript can be sent to 2 email accounts, and it costs extra 20 dollars per additional email account.</li> <li>3. Pay the application fee via ATM transfer, at a bank counter. Make sure that the online application is complete before the payment at a bank counter.</li> <li>4. The transcript will be made and sent as the application and the payment is complete. The applicant shall bear the responsibility if the incomplete grades result in difficulties to adopt.</li> </ol>	<ol style="list-style-type: none"> <li>1. The transcript will be made on the next business day after the payment is complete.</li> <li>2. The processing time to make the transcript is the same as the time to make Academic Transcript-Cumulative.</li> </ol>
<b>Certification of Graduation Ranking</b> (Chinese/English)	20	Same day	See above.	Available after the third week of classes in the following academic year after graduation.
<b>Certification of Semester Ranking</b> (for the previous semester) (Chinese)	10	Same day	<ol style="list-style-type: none"> <li><b>1. Payment at a self-service kiosk:</b> Pick up the certificate at the printer located beside the kiosk approximately 3 minutes after payment.</li> <li><b>2. Payment at the Cashier Division (or the Cashier’s Office, College of Medicine):</b> Present your student ID (or identity card) and the receipt (please fill out the necessary fields on the reverse side) at the responsible unit of the Office of Academic Affairs for processing.</li> </ol>	Undergraduate students may apply after the third week of classes in the following semester.
<b>Certification of Ranking for Other Semesters/Academic Years and Cumulative Ranking</b> (Chinese)	10	Same day	<ol style="list-style-type: none"> <li><b>1. Payment at a self-service kiosk:</b> Pick up the certificate at the printer located beside the kiosk approximately 3 minutes after payment.</li> <li><b>2. Payment at the Cashier Division (or the Cashier’s Office, College of Medicine):</b> Present your student ID (or identity card) and the receipt (please fill out the necessary fields on the reverse side) at the responsible unit of the Office of Academic Affairs for processing.</li> </ol>	
<b>Certification of Academic Ranking for Graduate Admissions Through Screening and Test</b> (Chinese)	10	Same day	<ol style="list-style-type: none"> <li><b>1. Payment at a self-service kiosk:</b> Pick up the certificate at the printer located beside the kiosk approximately 3 minutes after payment.</li> <li><b>2. Payment at the Cashier Division (or the Cashier’s Office, College of Medicine):</b> Present your student ID (or identity card) and the receipt (please fill out the necessary fields on the reverse side) at the responsible unit of the Office of Academic Affairs for processing.</li> </ol>	Available during the graduate admissions through screening and test in the first semester of each academic year. Please pay attention to the dates of processing which will be announced prior to the first day of classes.

<p style="text-align: center;"><b>Diploma</b> (Chinese)</p>	<p style="text-align: center;">Free</p>	<p>No application is required. Students who meet all the graduation requirements will be issued a diploma upon completion of the school-leaving process.</p>	<p>A student's NTU ID card will be stamped as "VOIDED" upon completion of the school-leaving process, after which it will be returned to the student. Students who lose their NTU ID card must report it as lost online, print out the <b>Report Loss Form</b>, and present the form and their identity card in order to complete school-leaving process.</p>
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<p style="text-align: center;"><b>Diploma</b> (English)</p>	<p style="text-align: center;">100</p>	<p style="text-align: center;">See remarks</p>	<ol style="list-style-type: none"> <li>1. Undergraduate students graduating in the current semester: Go to the responsible unit of the Office of Academic Affairs to request the <b>Diploma Application Form for Undergraduate Students Graduating in the Current Semester</b>, fill out the form, affix the application stub printed by the self-service kiosk (or the receipt issued by the Cashier Division), and submit it to the responsible unit of the Office of Academic Affairs.</li> <li>2. Graduate students graduating in the current semester: Please fill in your English name and select the <b>English diploma</b> option when applying online for the degree examination. After completing the school-leaving process, you may present your student ID card and the application stub printed by the self-service kiosk (or the receipt issued by the Cashier Division) at the responsible unit of the Office of Academic Affairs to pick up your Chinese and English diplomas.</li> </ol>	<ol style="list-style-type: none"> <li>1. Only students graduating in the current academic year may apply in the expected semester of graduation. No reissuance is available beyond this deadline.</li> <li>2. Undergraduate students who apply for an English diploma by December 25 in the fall semester or May 25 in the spring semester may pick up their Chinese and English diplomas upon completion of the school-leaving process. Students applying after December 26 in the fall semester or May 26 in the spring semester but before the start of the following semester and who have already received their Chinese diploma must wait for their English diploma to be printed. The term “start of the semester” refers to the first day of classes as announced in the academic calendar.</li> </ol>
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<p><b>Certification of Degree Conferral (Chinese)</b></p>	<p>20</p>	<p>Same day</p>	<p><b>1. Payment at a self-service kiosk:</b> Pick up the certificate at the printer located beside the kiosk approximately 3 minutes after payment.</p> <p><b>2. Payment at the Cashier Division (or the Cashier’s Office, College of Medicine):</b> Present your student ID (or identity card) and the receipt (please fill out the necessary fields on the reverse side) at the responsible unit of the Office of Academic Affairs for processing.</p> <p><b>3. <u>Online application:</u></b> Pay the application fee via ATM transfer, at a bank counter, or with a credit card. After your payment is confirmed, the requested document(s) will be mailed to the address provided on the application.</p>	<p>1. Only graduated alumni may apply.</p> <p>2. Original copies are issued. There is no limit to how many copies may be issued.</p> <p>3. A degree certificate has the same validity as a diploma. Graduates with a diploma may also request photocopies of their diploma by presenting the original copy.</p>
<p><b>Certification of Degree Conferral (English)</b></p>	<p>20</p>	<p>Same day</p>	<p><b>1. Payment at a self-service kiosk:</b> Pick up the certificate at the printer located beside the kiosk approximately 3 minutes after payment.</p> <p><b>2. Payment at the Cashier Division (or the Cashier’s Office, College of Medicine):</b> Present your student ID (or identity card) and the receipt (please fill out the necessary fields on the reverse side) at the responsible unit of the Office of Academic Affairs for processing.</p> <p><b>3. <u>Online application:</u></b> Pay the application fee via ATM transfer, at a bank counter, or with a credit card. After your payment is confirmed, the requested document(s) will be mailed to the address provided on the application.</p>	<p>1. Only graduated alumni may apply.</p> <p>2. Original copies only are issued. There is no limit to how many copies may be issued.</p> <p>3. A degree certificate has the same validity as a diploma. Students who did not apply for a diploma at graduation may request a certificate instead. Students with a diploma may also request photocopies of their diploma by presenting the original copy.</p>
<p><b>Official PDF Certificate of Degree Conferral (Chinese/English)</b></p>	<p>200</p>	<p>See remarks</p>	<p>1. The verified electronic certificate is only sent by official email account from the university.</p> <p>2. Online application only. The certificate can be sent to 2 email accounts, and it costs extra 20 dollars per additional email account.</p> <p>3. Pay the application fee via ATM transfer, at a bank counter. Make sure that the online application is complete before the payment at a bank counter.</p>	<p>1. The certificate will be made on the next business day after the payment is complete.</p> <p>2. Only graduated alumni can apply.</p> <p>3. An official PDF certification of degree conferral has the same validity as a degree certificate.</p>

<b>Diploma (photocopy)</b> (Chinese)	10	Same day	1. Pay at a self-service kiosk or the Cashier Division (or the Cashier's Office, College of Medicine). 2. Present the application stub or receipt and the original copy of your diploma or degree certificate to the responsible unit of the Office of Academic Affairs for processing.	Bring the original Chinese copy of diploma (or for those who apply for a replacement after graduation, the replacement Chinese copy) when applying for a Chinese photocopy of their diploma.
<b>Diploma (photocopy)</b> (English)	10	Same day	See above.	Bring the original English copy of diploma (or for those who have requested a replacement after graduation, the replacement English copy) when applying for an English photocopy of their diploma.
<b>Statement of Expected Graduation</b> (Chinese/English)	20	Same day	<b>1. Payment at a self-service kiosk:</b> Present your student ID and the application stub (please fill out the necessary fields) at the responsible unit of the Office of Academic Affairs for processing. <b>2. Payment at the Cashier Division (or the Cashier's Office, College of Medicine):</b> Present your student ID and the receipt (please fill out the necessary fields on the reverse side) at the responsible unit of the Office of Academic Affairs for processing.	
<b>Certificate of Ineligibility to Receive the Graduation Certificate</b> (Chinese)	Free	Same day	Please present your student ID card at the responsible unit of the Office of Academic Affairs to apply.	Undergraduate students only
<b>Certificate of Dean's List Award</b> (English)	20	Same day	<b>1. Payment at a self-service kiosk:</b> Pick up the certificate at the printer located beside the kiosk approximately 3 minutes after payment. <b>2. Payment at the Cashier Division (or the Cashier's Office, College of Medicine):</b> Present your student ID (or identity card) and the receipt (please fill out the necessary fields on the reverse side) at the responsible unit of the Office of Academic Affairs for processing.	1. No Chinese version is issued. 2. Only undergraduate students who have received the award may apply. 3. Please fill in your student ID number, name, number of awards, and the awarded academic year(s)/semester(s) on the receipt.

<b>Certificate of Leave of Absence</b> (Chinese)	Free	Same day	<ol style="list-style-type: none"> <li>1. Submit an application for suspension of studies through the Online Application System for Leave of Absence.</li> <li>2. Have the application stamped by the relevant units of the University.</li> <li>3. Submit the application and student ID to the responsible unit of the Office of Academic Affairs, which will then issue the certificate of leave of absence.</li> </ol>	Available from the first day of instruction of each semester to the last workday before final examination begins
<b>Certificate of Leave of Absence</b> (English)	20	Same day	<ol style="list-style-type: none"> <li>1. Pay the processing fee at a self-service kiosk or the Cashier Division (or the Cashier's Office, College of Medicine).</li> <li>2. Present the Chinese copy of your certificate of leave of absence and the application stub or receipt to the responsible unit of the Office of Academic Affairs for processing.</li> </ol>	Only available after the suspension process is completed
<b>Certificate of Reenrollment</b> (Chinese)	Free	Same day	If necessary, a certificate of reenrollment may be requested at the responsible unit of the Office of Academic Affairs.	No English version available
<b>Statement of Withdrawal</b> (Chinese)	Free	Same day	Present your student ID card at the responsible unit of the Office of Academic Affairs to request a withdrawal application form. Fill out the form and have it stamped by all the necessary divisions/departments at the University in order to complete the withdrawal process. The responsible unit of the Office of Academic Affairs will stamp your student ID card as "VOIDED" and return it to you, along with the Statement of Withdrawal.	
<b>Statement of Withdrawal</b> (English)	20	Same day	<ol style="list-style-type: none"> <li>1. Pay the processing fee at a self-service kiosk or the Cashier Division (or the Cashier's Office, College of Medicine).</li> <li>2. Present the application stub printed by the kiosk or the receipt issued by the Cashier Division along with the Chinese copy of the Statement of Withdrawal to the responsible unit of the Office of Academic Affairs for processing.</li> </ol>	Only available after the withdrawal process has been completed
<b>Certificate of Study</b> (Chinese/English)	20	Same day	Present your identity card and the original copy of the Statement of Withdrawal from Studies at the responsible unit of the Office of Academic Affairs for processing.	Only available after the withdrawal process has been completed

<p><b>Replacement Diploma</b> (Chinese)</p>	<p>100</p>	<p>Same day</p>	<ol style="list-style-type: none"> <li>1. Pay the processing fee at a self-service kiosk or the Cashier Division.</li> <li>2. Present the application stub printed by the kiosk or the receipt issued by the Cashier Division (please fill in the information) at the responsible unit of the Office of Academic Affairs and fill out the Replacement Diploma (Chinese) Request Form.</li> <li>3. You must present the original copy of your identity card or passport when you pick up the replacement diploma.</li> </ol>	<ol style="list-style-type: none"> <li>1. Only available to students who lose or damage the original (or replacement) Chinese copy of their diploma, who change their name, or who need to update their date of birth.</li> <li>2. Please present the original copy of your identity card or passport when applying.</li> <li>3. A copy of the household registration transcript is required in order to process a name change or change in the date of birth, as well as a completed <b>Change of Personal Information Form</b>.</li> </ol>
<p><b>Replacement Diploma</b> (English)</p>	<p>100</p>	<p>Same day</p>	<ol style="list-style-type: none"> <li>1. Pay the processing fee at a self-service kiosk or the Cashier Division.</li> <li>2. Present the application stub printed by the kiosk or the receipt issued by the Cashier Division (please fill in the information) at the responsible unit of the Office of Academic Affairs and fill out the Replacement Diploma (English) Request Form.</li> <li>3. You must present the original copy of your identity card or passport when you pick up the replacement diploma.</li> </ol>	<ol style="list-style-type: none"> <li>1. Only available to students who lose or damage the original (or replacement) English copy of their diploma, who have never been issued one, or who change their name.</li> <li>2. Please present the original copy of your identity card or passport when applying.</li> <li>3. A copy of the household registration transcript is required in order to process a name change or change in the date of birth, as well as a completed <b>Change of Personal Information Form</b>.</li> </ol>