

Request Form for Certificate of Degree/Diploma

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|---|---|------------------------|--|
| Student ID No. | | Department | |
| Telephone | | | |
| Chinese Name (if available): | | Program | <input type="checkbox"/> Four-year undergraduate <input type="checkbox"/> Master <input type="checkbox"/> Doctor |
| English Name(as on the passport): | | | |
| Date of Birth | _____ (year) _____ (month) _____ (day) | | |
| Graduated Year/Month | _____ (year) _____ (month) | | |
| NT\$ 200 per Certificate NT \$ 20 per copy Copies Needed: _____ | | | |
| Total Amount: NT\$ _____ | | | |
| Applicant's Signature | | Date | _____ (y) _____ (m) _____ (d) |
| NOTE | <ol style="list-style-type: none"> 1. Please submit this request form with a copy of ID card. A consigner is requested to present its copy of ID and a letter of authorization from the consignee. 2. With these required documents and the form, pay for the fees at Cashier division on 3F of Administration Building and then submit the documents to Registration Division. Please collect your item with your ID within 10 days. We are not liable to keep the item for you. 3. If you are applying by post, please enclose this form, the required documents, and a postal order in an A4-sized envelope. The postage is NT\$30 (NT\$37 for registered express. Those who request for 4 copies should glue the postage of NT\$35 and NT\$42 for register express.) Send this to Ms. Li, Registration division, Office of Academics. 2-4 working days are required. 4. We issue only one origin copy of the certificate. For those who request the school chop, please send the school your origin of the certificate and its copies in the envelope with enough postage and enclose a self-addressed envelope with enough postage for registered express. | | |
| Signature of Cashier Division | | Receipt No. _____ | |
| Signature of Verifying Personnel | | Signature of Registrar | |
| Signature of the Dean of Academic Affairs | | President | Approval of Authorized Representative |
| Receiver's Signature | | Date | _____ (y) _____ (m) _____ (d) |