通訊申請證明文件說明

1. 請先至教務處[表單下載區](https://www.yzu.edu.tw/admin/aa/index.php/tw/2016-02-02-07-14-40)綜合表單選擇「**學生成績單/學位證書申請表**」填妥後，以掛號方式來函，並於封面註明申請之文件名稱，檢附**雙證件影本(身分證、健保卡或駕照)**，寄至教務處註冊組，內附回郵信封及貼足郵資，附加工本費(金額請詳見下表並以同等價值郵票代替)，處理日期以收到信件日起計算3個工作天，來函申請文件資料不齊者，恕不受理亦不退件。
2. 回郵信封郵資計算請以**份數\*15公克**掛號郵資。[相關資費對照表](https://www.post.gov.tw/post/internet/SearchZone/index.jsp?ID=13010101)連結(如有變更依教務處最新公告資訊為主)。
3. 中文畢業證書補發正本僅能補發一份。
4. 中英文學位證書若僅需申請副本，請**附上正本**以便核對，驗畢正本會一併寄回。
5. 若需**彌封**請於申請表空白處註明需彌封的內容物為何。
6. 若需**折抵役期**，請申請中文成績單並於申請表空白處註明【折抵役期】，我們會協助送至軍訓室審核(審核時間為2天)，再郵寄給您。
7. 只要檢附上述所需資料及工本費寄至**320桃園市中壢區遠東路135號元智大學 教務處註冊組櫃檯** 收

**申請類別及費用**

|  |  |  |  |
| --- | --- | --- | --- |
| 申請證件類別 | | 單價 | 備註 |
| 成  績  單 | 中文成績單 | $10 | 請確認有無排名、有無操行 |
| 英文成績單 | $20 | 請確認有無排名、有無GPA |
| 單科排名成績單 | $10 |  |
| 在學證明 | 中文在學證明書 | $50 |  |
| 英文在學證明書 | $50 |  |
| 畢業證書 | 中文畢業證書補發 | $200 | 正本僅能補發一份。 |
| 中文畢業證書副本 | 每份2元 | 需帶正本給教務處 |
| 中文畢業證書副本加蓋關防 | 每份20元 | 需帶正本給教務處 |
| 英文學位證明書 | $100 |  |
| 英文學位證明書副本 | 每份2元 | 需帶正本給教務處 |
| 肄業證明 | 中文修業證明書 | $100 | 退學並辦妥離校手續後方可申請 |
| 英文修業證明書 | $100 | 退學並辦妥離校手續後方可申請 |
| 休學證明 | 中文休學證明書 | $100 | 休學並辦妥離校手續後方可申請 |
| 英文休學證明書 | $100 | 休學並辦妥離校手續後方可申請 |
| 彌封信封 | | $3 |  |

**若有問題請洽詢 : 03-4638800 分機 2252 元智大學教務處註冊組櫃台**

**Directions of Postal Application Documents**

1. Please go to [Form Download](https://www.yzu.edu.tw/admin/aa/index.php/en-us/documents), and fill in “[Student Transcript＆Student Status Certificate Application](http://www.yzu.edu.tw/admin/aa/files/table%20download/Foreign%20Student/Student%20Transcript%EF%BC%86Student%20Status%20Certificate%20Application.doc)”Register it to Registration Section of Academic Affair Office, and write down the document name you applied on the cover, also attaching the double-credentials COPY (identity card, medical card, or driver license), enclosing a stamped addressed envelope for your reply, and put into the equivalent stamp instead of the applied document fee (please see the table below), then send it to Registration Section of Academic Affair Office. It will take about 3 working days when we receive your letter, if there is something wrong with the applied document, we will not accept it, return to you as well.
2. The stamped addressed envelope for your reply, please according to **Copies\*15 grams** to calculate the register postage. Link: [Register Postage list](https://www.post.gov.tw/post/internet/SearchZone/index.jsp?ID=13010101) (If there is something changeable, it mainly based on the latest information by Academic Affair Office.)
3. The original copy of Chinese Diploma can only be reissued by ONE time.
4. If you just want to apply the copy of Chinese/English Diploma, please **Attach the Original Copy** for us to check, after confirming, we will send it back to you.
5. If the document needs to be **sealed**, please write down the document name on the application form.
6. If you only need to offset the enlistment, please apply the Chinese Transcript and write down **“offset the enlistment”** on the application form. We will deliver the application to Military Section to audit (It will take about 2 working days.), then send the document to you.
7. Prepare the fee and the document that you want to apply, then send it to “Registration Section, No. 135, Yuandong Rd, Zhongli District, Taoyuan City, 320.” (**320桃園市中壢區遠東路135號元智大學教務處註冊組櫃檯)**

**Applied Items and Fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Applied Document | | Price | Note |
| Transcript | Chinese Transcript | $10 | Please confirm whether there is a ranking or not. |
| English Transcript | $20 | Please confirm whether there is a ranking or not. |
| Single Subject Ranking Transcript | $10 |  |
| Enrollment Certificate | Chinese Enrollment Certificate | $50 |  |
| English Enrollment Certificate | $50 |  |
| Diploma | Chinese Diploma Reissued | $200 | Original copy can only be issued for “one” time. |
| Chinese Diploma Copy | $2/copy | Please bring the original copy to Registration Section. |
| Chinese Diploma Copy + Official Stamp | $20/copy | Please bring the original copy to Registration Section. |
| English Diploma | $100 |  |
| English Diploma Copy | $2/copy | Please bring the original copy to Registration Section. |
| Certificate of Drop Out | Chinese Withdrawal Certificate | $100 | It can be applied after finishing Leaving School Procedure. |
| English Withdrawal Certificate | $100 | It can be applied after finishing Leaving School Procedure. |
| Certificate of Suspension | Chinese Drop Out Certificate | $100 | It can be applied after finishing Leaving School Procedure. |
| English Drop Out Certificate | $100 | It can be applied after finishing Leaving School Procedure. |
| Sealed Letter | | $3 |  |

**If there is any question, please call 03-4638800, extension 2252, Registration Section of Academic affair Office in Yuan Ze University.**