

南華大學各類證明書申請表

Request for Documentations

日期(Date): _____

姓名 Name	中文(Chinese Name):	學號 (Student ID No.)	
	英文(English Name): <small>(英文姓名須與護照姓名相同 must be the same as the name on your passport)</small>	系所 (Department)	

申請項目 Type of Application	單價 Fee (NT\$)	份數 No. of copies	作業時間 Processing time	備註 Remarks
成績單 Transcript	中文第____學年度成績 Chinese transcript Semester____ Year____	20	立即 Immediate	<input type="checkbox"/> 附排名 Class ranking
	中文歷年成績單 Chinese transcript for all semesters	20	立即 Immediate	<input type="checkbox"/> 附排名 Class ranking
	英文成績單 (含 GPA 成績) English transcript for all semesters (including GPA scores)	40	一工作天 1 working day	
學位證明書 Diploma	中英文學位證明書 Chinese and English copy of Replacement diploma	100	二工作天 2 working days	限學位證書正本遺失之畢業生，請務必填寫英文姓名。(限申請 1 份) Only students whose diploma has been permanently lost or destroyed can request a replacement.
	學位證書(證明書)影本驗證 Certified copy of diploma	10	立即 Same day	
修業證明書 Enrollment Verification Document	中文修業證明書 Chinese Enrollment Verification Document	50	二工作天 2 working days	限已完成退(轉)學手續學生(限申請 1 份) Only for transfer students and dropouts
	英文修業證明書 English Enrollment Verification Document	50	二工作天 2 working days	限已完成退(轉)學手續學生(限申請 1 份) Only for transfer students and dropouts
在學證明書 Certification of Enrollment	中文在學證明書 Chinese Certification of Enrollment	20	二工作天 2 working days	限在校生 Only for currently enrolled students
	英文在學證明書 English Certification of Enrollment	20	二工作天 2 working days	限在校生 Only for currently enrolled students
休學證明書 Proof of Leave of Absence	中文休學證明書 Chinese Proof of Leave of Absence	20	二工作天 2 working	限休學學生 For students with leave of absence
	英文休學證明書 English Proof of Leave of Absence	20	二工作天 2 working	限休學學生 For students with leave of absence
學生證 Student ID	學生證遺失補發 Replacement for lost Student ID	200	三工作天 3 working days	須至註冊組填寫補發申請書 Students have to fill out the Replacement Form at the Registration and Curriculum Division office
合計金額 Total			連絡電話： Tel.:	<input type="checkbox"/> 郵寄 <input type="checkbox"/> 自領 <input type="checkbox"/> by mail <input type="checkbox"/> in person
出納組經辦人 Cashier		註冊組經辦人 Administrative Assistant		註冊組組長 Division Administrator

說明：

一、到校申請流程：

- (一) 中文成績單：可使用教務處「成績單自動列印系統」自行列印(請自備 10 元零錢)。
- (二) 英文成績單：教務處登錄繳款資料→至出納組繳費→申請表繳回教務處。
- (三) 學位證明書：教務處登錄繳款資料→至出納組繳費→申請表繳回教務處→註冊組長審核後送秘書室用印→送回教務處。

二、通訊申請流程：

- (一) 請至教務處網頁下載並填寫申請表→將申請表、工本費(郵政匯票或等值郵票)、A4 回郵信封 (寫明收件人姓名、地址並貼足郵資)，
一併寄至本校教務處。
- (二) 工本費：請至郵局購買郵政匯票(匯票受款人：[南華大學](#))或折合等值小額郵票。
- (三) 寄件地址：62248 嘉義縣大林鎮南華路一段 55 號，教務處註冊組收。

Remarks：

1. In-person application for transcript:

- (a) Chinese transcripts: Students can print official transcripts on their own from the kiosk at the Office of Academic Affairs in the Administration Building.
- (b) English transcripts and Diploma: Students can request transcripts at the Admissions and Records counter in person during working hours.

2. Online applications of electronic and paper transcript:

- (a) Step 1: Download the “Transcript Request Form” on the website of the Office of Academic Affairs.
Step 2: Mail the request form, mail order (fees), and return address and an A4 envelop to the Office of Academic Affairs.
- (b) Fees: Purchase money orders at the Post Office. The money order must be payable to “Nanhua University”.

3. Mailing address:

Office of Academic Affairs
No. 55, Sec.1 Nanhua Rd
Dalin Township
Chiayi County 62249
Taiwan(R.O.C.)