

# 建國科技大學日間部教務處各式證明文件申請流程說明

教3

## Guideline for applying for various certificates for CTU day school students

申請項目 applying item	準備文件 documents needed	申請流程 procedure	費用 fee	工作天 working day needed
中文成績單 Chinese transcript、中文在學證明 Chinese school status、成績排名表(班排名、系排名) ranking report card	1. 身份證件 ID/ARC 2. 申請書 Application form	利用美育館小額投幣式(也可使用悠遊卡付費)繳費自動列印機。 Make use of the automatic coin printer (Easy Card is also available) at aesthetic building (next to activity center). 方式二: 填具申請書至出納組繳費後到註冊組辦理。 Or submit the filled application form to Cashier Division and pay the fee, then apply to Registrar's office.	NT\$ 20 /copy	當場取件 pick up on the spot
英文成績單 English transcript、英文畢業證書 English diploma	1. 護照影本 passport copy 2. 申請書 application form	填具申請書至出納組繳費後到註冊組辦理 Submit the filled application form to Cashier Division and pay the fee, then apply to Registrar's office.	NT\$ 50 /copy	3~6days
補發畢業證明書 reissue diploma	1. 身份證影本 ID/ARC copy 2. 申請書 application form		NT\$100/ copy	3~6days
畢業證書影本加蓋校印 diploma cope verified	1. 畢業證書正本 original diploma 2. 申請書 application form		NT\$ 10 /copy	3~6days
悠遊卡學生證補發 reissue student card	1. 身份證件 ID/ARC 2. 申請書 application form		NT\$250/ piece	3~6days
更改姓名 change name	1. 戶籍謄本正本 2. 申請書 application form		NT\$ 50	現場 on the spot
畢業證書更改姓名 change name on diploma	1. 戶籍謄本正本 household certificate 2. 畢業證書正本 original diploma 3. 申請書 application form	NT\$ 50	當場取件 pick up on the spot	
肄業證明 certificate of attendance	1. 身份證件 ID/ARC 2. 申請書 application form	NT\$ 20/copy	3~6days	
轉學證明(修業證明書) certificate showing courses attended	1. 身份證件 ID/ARC 2. 申請書 application form	填具退學申請書辦妥離校手續後到註冊組辦理 after leaving school procedure with filled dropout application form applying to registrar's office	無 none	3~6days
修業證明書補發 Reissue certificate showing courses attended	1. 身份證件 ID/ARC 2. 申請書 application form	填具申請書至出納組繳費後到註冊組辦理 Submit the filled application form to Cashier Division and pay the fee, then apply to Registrar's office.	NT\$ 50	3~6days
抵免役期 military service exemption		先申請中文歷年成績單後再到教官室辦理 Apply to military office transcript for all semesters	NT\$ 20 /copy	當場取件 pick up on the spot
學校中英文立案證明(副本) Registered University Certificate copy in Chinese-English	1. 身份證件 ID/ARC 2. 申請書 application form	1. 該文件申請人資格:限本校學生及畢業校友。 Qualified applicants: CTU students and alumni only 2. 填具申請書至出納組繳費後到註冊組辦理 Submit the filled application form to Cashier Division and pay the fee, then apply to Registrar's office.	NT\$ 50 /copy	3~6天 days

1. 以上文件若以要通訊方式申請者, 請填妥申請書(請至教務處網頁下載)後, 工本費請至郵局購買郵政匯票支付。  
匯票抬頭請寫「建國科技大學」, 並附回郵信封及貼足郵資, 否則不予處理。

For the applicants who receive certificates by postal service, please fill out application form (download on website of academic office), and pay the fee at post office. Please fill “**建國科技大學**” in receiver space, and attach self-addressed envelope with proper postage.

2. 委託他人代辦者，請本人簽寫委託書（請至教務處網頁下載），並備本人及受委託人等雙方身份證件，否則不予處理。

Please fill out the certificate of entrustment (download on website of academic office) when entrusting others with this task, and prepare both parties' ID/ARC, otherwise the application will be rejected.

3. 若有相關問題請洽註冊組，謝謝！ 通訊地址：彰化市介壽北路一號 教務處註冊組收 電話：04-7111111 #1302~7

Any questions please contact registrar's office, thank you! Address: No. 1 Chieh shou N. Road, Changhua City. To Registration section of Academic Affairs Office

※資料填寫完畢，請先至出納組繳費

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申請書 Application Form for various certificates									
班別 (Department /Class)	系/所 年 班	學號 (Student No.)		姓名 (Name)		性別 (Gender)	<input type="checkbox"/> 男 (Male) <input type="checkbox"/> 女 (Female)	肄畢 年度 graduation year	學年度第 學期 肆 (畢) 業
出生 (Date of Birth)	年 月 日	身份 證號 ID				聯絡電話： (Mobile)			
證明書 名稱 Certificate item	<input type="checkbox"/> 學生證補發 Reissue student card ( <input type="checkbox"/> 已於學生資訊系統掛失 already report the loss on student system) <input type="checkbox"/> 單學期成績證明 transcript for one semester ____學年度 year ____學期 semester ( 份 copy) <input type="checkbox"/> 全學年成績證明 transcript for one school year ____學年度 year ( 份 copy) <input type="checkbox"/> 歷年中文成績證明 Chinese transcript for all semesters ( 份 copy) <input type="checkbox"/> 歷年英文成績證明 English transcript for all semesters ( 份 copy) (需附護照影本 passport copy needed) <input type="checkbox"/> 個人班成績排名 class ranking report ( 份 copy) <input type="checkbox"/> 個人系成績排名 department ranking report ( 份 copy) <input type="checkbox"/> 更改姓名 change name (需附戶籍謄本正本 original household certificate needed)					<input type="checkbox"/> 畢業證明書補發 (Reissued Diploma) (需附身份證影本 ID copy needed) <input type="checkbox"/> 畢業證書影印本蓋校印 school stamp on diploma copy ( 份 copy) (需附正本 original diploma needed) <input type="checkbox"/> 英文畢業證書 ( 份) (Diploma in English) (需附護照影本 passport copy needed) <input type="checkbox"/> 修業證明書補發 reissue certificate showing courses attended <input type="checkbox"/> 在學證明書 (Certificate of Status) (一般情況依教育部規定，以學生證即可 做為在學證明 student card can be taken as schooling status in normal cases according to Ministry of Education) <input type="checkbox"/> 應屆畢業證明書 diploma of this year <input type="checkbox"/> 學校中英文立案證明 registered university certificate in Chinese and English <input type="checkbox"/> 其他 others：			
申請原因 (Why apply?)						收費： 份 copy 共 元 in total (Charges)			
此致 To 建國科技大學 CTU 日期 date： 申請人 applicant： 英文姓名 English Name (申請英文版文件請加填英文姓名 English name needed for English version)：									
出納組 Cashier Division		註冊組 Registration Section		教務長 Dean of Academic Affairs				核示 Remarks	