義 守 大 學 各 項 證 明 書 申 請 表（畢 ／ 肄 業 生 ）

申請人資料	學　　號		生　　日	／　／
	姓　　名		電　　話	
	身分證號		畢業系所	
	英文姓名(與護照同)	(申請英文相關證明者務必填寫)		

申請項目(請於欲申請的選項□內打✓)	費用	份數
□中文歷年成績單　□印 □不印　名次	20 元/份	
□轉學修業證明書補發	100 元/份	
□中文學位證明書影本蓋校印(請自備影本及正本查驗)	20 元/份	
□轉學修業證明書影本蓋圓戳章(請自備影本)	免費	
□英文歷年成績單　□印 □不印　GPA	20 元/份	
□英文修業證明書(肄業生申請用)	50 元/份	
□英文學位證明書 (須檢附護照影本，限申請一份)　修畢 □輔系 □雙主修	50 元/份	
□英文學位證明書蓋章(請自備影本至註冊組蓋章)	免費	

＜來校申請＞

申請時間
AM 08：15～11：50
PM 01：10～04：00

於註冊組 6 號窗口填寫申請表。

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至出納組繳費。

↓

將申請表及收據交至註冊組 1-5 號窗口。

＜郵寄申請＞

填妥本申請表後，連同申請費用(**郵局等價匯票**)、A4 信封及回郵掛號郵資寄回本校「註冊組」收。

回郵信封所貼掛號郵資參考(限國內郵資)：
1~ 2 份 36 元
3~ 8 份 45 元
9~20 份 60 元
21 份起以 100 元計算

英文成績單郵資參考：
1~ 2 份 36 元
3~ 4 份 45 元
5~10 份 60 元

註冊組：	出納組：

《The English version is on the other side.》

申請日期：　　年　　月　　日

Application for Documents of Graduated Students and Students Non-Completion of I-Shou University

Applicant's Information	Student ID		Date of Birth	/ / (y/m/d)
	Name		Tel	
	ID No.		College & Dept.	
	English Name (spelled exactly as it is on your passport)	(Please fill in this blank if you apply for documents in English)		

Document(s) Requested (Please check(✓) in ☐ of the item(s) that you request)	Fee	Number of copies
☐Chinese transcripts of academic records Ranking ☐Printed out ☐Not printed outs	NT$20/copy	
☐Re-issuance of the Attendance Certificate for Transfer Students	NT$100 /copy	
☐Photocopy of Chinese Diploma with school seal (please prepare the original certificate for verification)	NT$20/copy	
☐Photocopy of Attendance Certificate for Transfer Students with school seal (Please prepare the original certificate for verification)	NT$20/copy	
☐English Transcripts of academic records GPA ☐Printed out ☐ Not printed out	NT$20/copy	
☐English Diploma (Each applicant can only apply for one copy.) With ☐Minor Study ☐Double Majors	NT$50/copy	
☐Stamp for verification on the photocopies of English Diploma (Please prepare your photocopies and have them stamped in the Registrar Section.)	Free of charge	

＜Applying in school ＞

Opening hours for collecting your document(s)
AM 08：15～11：50
PM 01：10～04：00

Fill out an application form at Counter No. 6 of the Registration Section.

↓

Make your payment at the Cashier Section.

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Submit the application form and the payment receipt to any of Counters No. 1~5.

＜Applying by mail＞

＊Complete this application form, and then mail it along with application fees (**a postal money order at a value equivalent to the application fees**) and a self-addressed stamped registered envelope to the Registration Section.

＊Domestic Postage Rates for Your Information：
NT$36 for 1~2 copies.
NT$45 for 3~8 copies.
NT$60 for 9~20 copies.
NT$100 for over 21 copies.

Registrar Section：	Cashier Section：

《中文版，請翻面》

Date： ／ ／ (y/m/d)