

## 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 <small>(spelled exactly as it is on your passport)</small>	<small>(Please fill in this blank if you apply for documents in English)</small>			
Document(s) Requested (Please check(✓) in <input type="checkbox"/> of the item(s) that you request)			Fee	Number of copies	
<input type="checkbox"/> Chinese transcripts of academic records Ranking <input type="checkbox"/> Printed out <input type="checkbox"/> Not printed outs			NT\$20/copy		
<input type="checkbox"/> Re-issuance of the Attendance Certificate for Transfer Students			NT\$100 /copy		
<input type="checkbox"/> Photocopy of Chinese Diploma with school seal (please prepare the original certificate for verification)			NT\$20/copy		
<input type="checkbox"/> English Transcripts of academic records GPA <input type="checkbox"/> Printed out <input type="checkbox"/> Not printed out			NT\$20/copy		
<input type="checkbox"/> English Attendance Certificate (for students having studied at ISU but failing to graduate)			NT\$50/copy		
<input type="checkbox"/> English Diploma (Each applicant can only apply for one copy.) With <input type="checkbox"/> Minor Study <input type="checkbox"/> Double Majors			NT\$50/copy		
<input type="checkbox"/> 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.

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

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Use one of the computers next to the entrance to the Administration Building to enter your application information, and then make your payment at the Cashier Section.

< 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 :

Date :    /    /    (y/m/d)