## Tunghai University Application Procedures and Charging Standards Regarding Enrollment Certification and Transcripts / Official Grade Report Table

※ Application forms for the following certifications are available at the Registration Section or web page thereof.  

**Date of Issue: May 15, 2015**

<table>
<thead>
<tr>
<th>Title of Certificate</th>
<th>Issuing Fee (NTD)</th>
<th>Handling Time</th>
<th>Application Procedures</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| Student EasyCard     | 150               | 1 day         | 1. Complete application form and pay the issuing fee.  
2. Report the loss to the card processing system through the Registration Section (or return the card).  
3. Produce payment receipt to claim items at the Registration Section. | One piece at a time                     |
| School Attendance Certificate (English-Chinese parallel text) | 10                | Issued on that very day | 1. Application through Automatic payment machines with document print (no need to fill in application form):  
Directly pick up documents at the printer exit below the machine in about 1-2 minutes after payment.  
2. Application in person at the Registration Section:  
Complete application form and pay the fee, produce student card (or identity card) and payment receipts to claim items at the Registration Section.  
Note: Current students can also photocopy student card (front side and back side), produce the original and affix a seal at the photocopy after verification at the Registration Section, such photocopy can be equivalently used as a School Attendance Certificate. | 1.Limited to current students  
2. Not available during summer/winter vacation.  
3. Log in English name consistent with passport to the student information systems in advance, if the English name is needed to be displayed. |
| Transcript / Official Grade Report | 10                | Issued on that very day | 1. Application through Automatic payment machines with document print (no need to fill in application form):  
Directly pick up documents at the printer exit below the machine in about 1-2 minutes after payment.  
2. Application in person at the Registration Section:  
Complete application form and pay the fee, produce student card (or identity card) and payment receipts to claim items at the Registration Section. | 1.Limited to current students  
2. Available for transcript of one academic year (including first half and second half) or one semester (first half or second half) |
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Issuance Code</th>
<th>Issuance Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transcript in Chinese for All Semesters</strong></td>
<td>10</td>
<td>Issued on that very day</td>
<td>1. Application through Automatic payment machines with document print (no need to fill in application form):&lt;br&gt;Students admitted after (including) academic year 1996 may use Auto Transcript Print System to apply for Chinese transcript. Enter personal account and password, click the type of transcripts applied and number of copies, print and pick up items after coin insertion.&lt;br&gt;&lt;br&gt;2. Application in person at the Registration Section:&lt;br&gt;Complete application form and pay the fee, produce student card (or identity card) and payment receipts to claim items at the Registration Section.&lt;br&gt;&lt;br&gt;3. Application by mail:&lt;br&gt;Enclose the completed application form, payment receipts, photocopy of identity card (or driver license) and an A4 SASE sticking a full postage stamp, and mail it to “Registration Section, Office of Academic Affairs, No. 1727, Sec. 4, Taiwan Blvd., Xitun District, Taichung City 40704, Taiwan (R.O.C.)”, the transcript will be delivered after handling.</td>
</tr>
<tr>
<td><strong>Verification of Class Ranking in Chinese (one semester)</strong></td>
<td>10</td>
<td>Issued on that very day</td>
<td>1. Application in person at the Registration Section:&lt;br&gt;Complete application form and pay the fee, produce student card (or identity card) and payment receipts to claim items at the Registration Section.&lt;br&gt;&lt;br&gt;2. Application by mail:&lt;br&gt;Enclose the completed application form, payment receipts, photocopy of identity card (or driver license) and an A4 SASE sticking a full postage stamp, and mail it to “Registration Section, Office of Academic Affairs, No. 1727, Sec. 4, Taiwan Blvd., Xitun District, Taichung City 40704, Taiwan (R.O.C.)”, the certificate will be delivered after handling.</td>
</tr>
<tr>
<td><strong>Verification of Class Ranking in Chinese (for All Semesters)</strong></td>
<td>10</td>
<td>Issued on that very day</td>
<td>For applicants applying by mail, please purchase postal money order (payable to: Tunghai University). Enclose an SASE sticking a full postage stamp (within 3 pieces for 30 NTD; within 10 pieces for 35 NTD, if more than 11 pieces, the actual postage shall prevail).</td>
</tr>
<tr>
<td><strong>Verification of Class Ranking in Chinese (for admission exam use)</strong></td>
<td>10</td>
<td>Issued on that very day</td>
<td>For applicants applying by mail, please purchase postal money order (payable to: Tunghai University). Enclose an SASE sticking a full postage stamp (within 3 pieces for 30 NTD; within 10 pieces for 35 NTD, if more than 11 pieces, the actual postage shall prevail).</td>
</tr>
</tbody>
</table>
| **Reissuance of Chinese Enrollment**                     | 20            | Issued on that very day| 1. Application in person at the Registration Section:<br>Produce identity documents, complete “Application Form for Reissuance of

1. Limited to those who have completed school leaving procedures and have applied for and
| Certificate |  | Chinese Enrollment Certificate” attaching front side and back side of identity card photocopy and pay the fee, produce payment receipts to claim items at the Registration Section.  
2. Application by mail: Mail the completed “Application Form for Reissuance of Chinese Enrollment Certificate”, payment receipts, front side and back side of identity card photocopy and an A4 SASE sticking a full postage stamp to “Registration Section, Office of Academic Affairs, No. 1727, Sec. 4, Taiwan Blvd., Xitun District Taichung City 40704, Taiwan (R.O.C.)”, the certificate will be delivered after handling. |

| Reissuance of Degree Certificate in Chinese | 100 | Issued on that very day  
1. Application in person at the Registration Section: Produce identity documents, complete “Application Form for Reissuance of Degree Certificate in Chinese” attaching front side and back side of identity card photocopy and pay the fee, produce payment receipts to claim items at the Registration Section.  
2. Application by mail: Mail the completed “Application Form for Reissuance of Degree Certificate in Chinese”, payment receipts, front side and back side of identity card photocopy and an A4 SASE sticking a full postage stamp to “Registration Section, Office of Academic Affairs, No. 1727, Sec. 4, Taiwan Blvd., Xitun District Taichung City 40704, Taiwan (R.O.C.)”, the certificate will be delivered after handling. |

| Transcript in English for All Semesters | 20 | Issued on that very day  
1. Application through Automatic payment machines with document print (no need to fill in application form, excluding initial application): Students admitted or alumnus/a graduated after academic year 1996 may use Auto Transcript Print System to apply for English transcript. Enter personal account and password, click the type of transcripts applied and number of copies, print and pick up items after coin insertion.  
2. For applicants applying by mail, please purchase postal money order (payable to: Tunghai University). Enclose an SASE sticking a full 30 NTD postage stamp.  
1. Initial applicants must submit a page of the passport (the page containing English name) or one of GRE or TOEFL admission ticket photocopies, etc.  
2. For applicants applying by mail, please purchase postal money order (payable to:
<table>
<thead>
<tr>
<th>Certificate of Graduation in English</th>
<th>100</th>
<th>1 day</th>
</tr>
</thead>
</table>

2. Application in person at the Registration Section:
Produce identity documents, fill out Application Form and pay the fee, produce payment receipts to claim items at the Registration Section.

3. Application by mail:
Mail the completed Application Form, payment receipts, photocopy of passport and an A4 SASE sticking a full postage stamp to “Registration Section, Office of Academic Affairs, No.1727, Sec. 4, Taiwan Blvd., Xitun District, Taichung City 40704, Taiwan (R.O.C.)”, the transcript will be delivered after handling.

Note: The English names and spelling can not be changed after being decided; relevant documents shall be produced if a change is needed.

<table>
<thead>
<tr>
<th>Remarks:</th>
</tr>
</thead>
</table>
| 1. This table is issued by Registration Section pursuant to provisions of Article 3 in “Tunghai University Regulations Regarding Enrollment Certification and Transcripts / Official Grade Report”.

2. Applications for issuance of enrollment certification and transcripts / official grade report shall be limited to those who have completed studies with scores of one semester (or more) in the School. Those who did not pass enrollment or transfer review or were expelled shall not be issued any certificates related to enrollment.

3. In case of a copy of a diploma needed to be affixed a stamp/seal by the Office of Academic Affairs, please produce an original and do so after verification at Registration Section. | Tunghai University). Enclose an SASE sticking a full postage stamp (within 3 pieces for 30 NTD; within 10 pieces for 35 NTD, if more than 11 pieces, the actual postage shall prevail).

3. Transcripts for applicants admitted before academic year 1996 and applying for the first time shall be delivered when the transcripts are artificially produced. |