

National University of Kaohsiung Regulations for the Charge Standards of Applying for the Certificates of Academic Affairs

Passed in the 95th Administration Meeting on Dec. 19, 2008.
Amended and passed in the 120th Administration Meeting on Jan. 13, 2012.

Article 1. To deal with the affairs of students' or alumni's applications for all kinds of certificates related with the academic affairs, NUK establish the regulations in accordance with the Ministry of Education's Regulations Governing Junior Colleges and Universities Standards of Charging Students.

Article 2. The the kinds, the names, and the charging standards of the academic affairs certificates are regulated as follows:

Types of certificates	Name of the certificate	Charge (NTD\$ / per copy)	Notes
Degree certificate	Chinese diploma	Free	One copy only; apply for reissuing in case of being lost, damaged or name-changing
	English diploma	100	One copy only; apply for reissuing in case of being lost, damaged or name-changing.
	Chinese certificate of degree	100	Apply in case of being lost, damaged or name-changing.
	English certificate of degree	10	No limit on the number of copies
	Copy of Chinese certificate of degree	10	No limit on the number of copies; please bring the original document for verification.
	Copy of English certificate of degree	10	No limit on the number of copies; please bring the original document for verification.
Student-status related certificate	Certificate of enrollment(Chinese)	10	
	Certificate of enrollment (English)	10	
	Certificate of leave of absence from Study	Free	One copy only; NTD\$ 10 dollars for each reissued copy.
	Certificate of study (Chinese)	Free	One copy only; NTD\$10 dollars for each reissued copy.
	Certificate of study (English)	10	One copy only
	Letter of consent on readmission	Free	One copy only; no reissuing
	Certificate of expecting graduation	10	
	Letter of consent on	Free	One copy only; no reissuing

	deferred admission		
Grades certificate	Transcript of each semester	10	
	Transcript of all semesters (Chinese)	10	
	Transcript of all semesters (English)	10	
	Certificate of class ranking of each semester	10	
	Certificate of class ranking of each academic year	10	
	Certificate of class ranking of all semesters (Chinese)	10	
	Certificate of class ranking of all semesters (English)	10	
The sealing processing on academic affairs certificate		5	Calculated by the number of the sealed envelopes.
Other academic affairs certificates		10	

Article 3. Students or alumni can apply the academic affairs certificates by fetch-on-site or mail delivery. Those who apply the certificates by mails should pay for the return mails and the postage in addition to the regulated charge for the applications.

Article 4. For alumni, they can only apply such academic affairs certificates as all degree certificates, Chinese/English transcripts of all semesters, and Chinese/English certificates of class ranking of all semesters.

Article 5. The fare collected from students or alumni by the items of these regulations should be deposited in an account on which there is an income and expense breakdown form.

Article 6. When the constitution and the amendment of the regulations are issued in school meetings for review, three representatives of Student Association or Student Assembly should be invited to attend the meetings.

Article 7. The regulations are passed in the Administration Meeting, examined by the president of NUK, and then announced to carry into execution on March 1, 2007. Except the aforementioned date of the execution, when there is a need to make amendments, the procedure is the same as the aforementioned.