

**National University of Kaohsiung Application Form of All Certificates and
English/Chinese Transcript Issued by the Division of Academic Affairs**

Date of application: / / (YYYY/MM/DD)

Chinese Name		English Name	(the same as that shown on the passport; not necessary for applications for Chinese certificates)		
Department		Student ID NO.		Cell phone	
Personal status	☐ Student currently enrolled ☐ Graduate ☐ student expelled				
Items of application (N.T. 10 dollars each copy)				Number of copies	
English complete transcript ☐ GPA included ☐ GPA not included (Please fill in the English name) (Please check; any application without checking here will be issued the transcript with GPA.)				___copies x NTD\$10 dollars	
English certificate of class ranking of all semesters (Please fill in the English name)				___copies x NTD\$10 dollars	
Chinese certificate of degree (Please fill in the English name) (for graduates only)				___copies x NTD\$10 dollars	
Chinese transcript of all semesters				___copies x NTD\$10 dollars	
Chinese certificate of class ranking of all semesters				___copies x NTD\$10 dollars	
Other certificates issued by the Division of Academic Affairs (please state): _____				___copies x NTD\$10 dollars	
If the applicant applies for a copy of Chinese or English Certificate of Degree, he/she needs to send the original copy back for verification. Also, an envelope with sufficient postage of a registered mail should be enclosed for mailing the original copy back to the applicant without the risk of being lost.					
Total amount				Total: NT._____ dollars	

Applicants who apply for deducting term of military service by military training course should mail the application to Student Life Section of Student Affairs Division.

※Notes:

- Please enclose an envelope with stamps of enough postage.
- Please mail this application form, the postal money order (please refer to “National University of Kaohsiung Regulations for the Charge Standards of Applying for the Certificates of Academic Affairs” for the issue of charges), the return mail envelope, and the related documents to Registration Section at 700, Kaohsiung University Rd., Nanzih District, 811, Kaohsiung, Taiwan, R.O.C.
- Please use the postal money order to pay for the charge of applying for certificates of Academic Affairs. Do not pay the charge with stamps; and the title of the postal money order is “National University of Kaohsiung.”
- Return mail envelope: Please use the envelope of A4-sheet size, with the sufficient postage and the receiver’s name, area code and address written on it. The postage is calculated by the number of sheets (weight). Those envelopes without sufficient postage will be sent back to the applicants by means of the ways that the postages can afford.
- Those applications which are issued by the applicants by means of the mail will be processed by the staff in charge. The applied certificates will then be enclosed in the return mail envelope. However, it may take the applicants three to five days (not including weekends or holidays) to receive the mail due to the different procedures for sending to different places and dealing with cases of different postages.
- Applying for any document or certificate by telephone or fax will not be accepted.
- If the applied certificates need to be enclosed in an envelope that has to be signed across the seal (usually found in cases of applying for universities in foreign countries.), please mark in the blank space on the application form (stating the types of enclosed certificates and the number of the copies). Division of Academic Affairs can provide applicants with this kind of envelopes, and the postage should include the weight of the envelopes (Applicants shall pay N.T. 5 dollars for such an envelope each):
 - (1) Applying on the spot: After the certificates are verified on the spot, they are enclosed in the envelope and signed across the seal by the staff in charge. Then the applicant can send it by himself/herself.
 - (2) Applying by mails: Please mark in the blank space on the application form, stating the types of enclosed certificates and the number of the copies. Then the certificates will be enclosed in the return mail and then sent to the applicant who will then send them to the universities in foreign countries.
- Applications for English documents or certificates will not be accepted without the English name (the same as that in the passport) written on the form.
- Applicants shall calculate the number of copies and attach the return mail envelope with the sufficient postage. Please refer to the website of Chunghwa Post Co., Ltd for the postage. (The followings are available for calculating the postage: Each sheet of transcript is about 6 grams; an A4-size envelope is about 20 grams; Chinese transcript of all semesters consists of about four pages; English transcript of all semesters consists of about two pages; Chinese transcript of all semesters consists of about four pages; English transcript of all semesters consists of about four pages.

Applicants who apply for English certificate of degree must fill out the application form of English Certificate of Degree. Each applicant can only apply one copy, and the fare is NTD\$100 dollars.

