

National University of Kaohsiung Application Form for Reissuing Certificate of Study (Including One Copy of Complete Transcript)

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

Chinese name					
Department		Student ID NO.		Cell phone	
The time of the approval of the suspension	/ / (YYYY/MM) (_____ Academic Year _____ semester)				

※ Notes:

1. If the original certificate of study was lost or damaged, or the name on it was changed, the applicant can apply for reissuing the certificate of study, which can be applied only once with the fare of N.T. 10 dollars. For application by mail, please use the postal money order to pay for the charge of applying for certificates; and the title of the postal money order is “National University of Kaohsiung.”
2. For application by mail, please mail the application attached with an A4-size envelope for return mail with sufficient postage, the name, the area code, and the address.
3. Those applications which are issued by the applicants by means of the mail will be processed by the staff in Charge at Division of Academic Affairs. Issuing the certificate may take about one day. The applied certificate 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. If the postage on the return mail is not enough to mail it back to the applicant, it will be mailed back by an appropriate way based on the weight of the certificates.
4. If the applicant does not attach a registered envelope for the return mail, which leads to the loss of the mail, NUK will not reissue the applied document and the applicant has to re-apply.
5. NUK does not accept the application by telephone or fax. Please mail the application attached with an envelope with sufficient postage for return mail to the Registration Section of the Academic Affairs with the address “700, Kaohsiung University Rd., Nanzih District, 811. Kaohsiung, Taiwan, R.O.C.”

※ Notes on postage:

Please check the postage yourself. Please check the mail postage on the website of Chunghwa Post Co., Ltd.

The certificate of study includes:

- One sheet of Certificate of Study
- One to four sheets of Chinese Transcript of All Semesters

《The sheet of the certificate or transcript is about 0.6 gram each, and the A4-size envelope is about 20 grams each.》