



Tunghai University Student Status and Transcript Application

Date : / / (YY/MM/DD)

Name	Chinese : _____ English : _____ (Leave Blank for Chinese Version) * If first time applying English version, please enter your English name then attach passport copy							
Degree	Student no	Department and section	Minor	Double Major	Graduate/Suspension			
Undergraduate					(YY/MM)			
Master					(YY/MM)			
Doctoral					(YY/MM)			
Master student thesis topic	Please leave blank if you applying for Chinese version, for student graduate after 2012 June as well.							
Applying Items, Copies and Charges								
Types	Items			Fees per copy	Number of Copies			Amount
					B	M	D	
Student ID Card	<input type="checkbox"/> Smart card	<input type="checkbox"/> Reissue <input type="checkbox"/> Damage (submit original card) <input type="checkbox"/> photo renewal <input type="checkbox"/> Name changes <input type="checkbox"/> Others		150 NTD	1 Copy Only			
Certificate of Enrollment	Chinese and English Certificate of Enrollment(Current Student Only)			10 NTD				
Transcript	<input type="checkbox"/> Chinese: Academic Year Semester <input type="checkbox"/> With Ranking(Current student only)			10 NTD				
	<input type="checkbox"/> Chinese Transcript for all semesters <input type="checkbox"/> With Graduation Ranking <input type="checkbox"/> Without Graduation Ranking			10 NTD				
	<input type="checkbox"/> English Transcripts for all semesters <input type="checkbox"/> With Graduation Ranking <input type="checkbox"/> Without Graduation Ranking			20 NTD				
Proof of Ranking	Chinese Proof of Ranking	<input type="checkbox"/> One Semester(Academic Year Semester)		10 NTD				
		<input type="checkbox"/> Proof of Ranking for all semesters		10 NTD				
		<input type="checkbox"/> Proof of Ranking of Recommended Student		10 NTD				
Graduate Certificate	<input type="checkbox"/> English Graduation Certificate (If you applying for reissue the Chinese Graduation Certificate, please download and fill-in the reissue application at the Registrar Office website then submit all require documents the Registrar Office)			100 NTD	1 Copy Only			
Certificate of Credits for Audit Student	<input type="checkbox"/> Chinese Certificate of Credits for Audit Student : Academic Year Semester			10NTD	1 Copy Only			
Contact Info.	Address: Phones:(Home) (Mobile): Email :			Signature of Applicant				
Agent's	I hereby authorize the person stated on the right side as my agent to submit this application form for me. Agent's Signature:			Signature of Receiver				
Notifications	<p>1. Please refer to the "Procedure of applying student status and transcripts" confirm all the process need to be completed in order to speedy the processing time.</p> <p>2. If student prefer to return applying documents via mail, please attach with money order from post office. (Title: Tunghai University). Grades need to submit personal identification card front and back side copy. Above mentioned document along with this application form and one envelope with stamp mail to "The Office of Academic Affairs – Register Office" No.1727, Sec. 4, Taiwan Blvd, Xitun District, Taichung.</p> <p>3. The personal nformation (C001, C003) we have request to submit and personal identification copies will only use for applying student status, transcript and confirm identity. Student will not be able to complete the process without providing completed and accurate information. Student will remain the right to look up, make changes according to the "Personal Information Protection Act" Article 3.</p>							