



## Tunghai University Regulations of Application for Certificates of Enrollment Status & Transcripts

Amendment Approved by Meeting of Academic Affairs on April 21, 2015

- Article 1. Applications of Tunghai University(THU) students for certificates of enrollment status & transcripts shall be handled in accordance with provisions of the Regulations herein.
- Article 2. The certificates of enrollment status & transcripts prescribed in the Regulations hereto shall include certificates of enrollment in Chinese / English, certificates of semester and academic year results in Chinese / English, transcripts in Chinese / English, ranking certificates in Chinese / English, certificates of study, ~~and~~ degree certificates in Chinese, graduation certificate in English, issued / re issued / renewed student's identity card, etc.
- Article 3. Application procedures and scale of fees for various documents shall be handled according to the public announcement prescribed by the School's Registrar Office.
- Article 4. Issuance of various documents of enrollment and certificates of performance shall be done within one working day in principle.
- Article 5. Supporting documents may be applied by the person concerned or others entrusted, or by means of communication.
- Article 6. Sealed supporting documents of applications for foreign schools shall be sealed and stamped on western style envelopes with a sealing stamp handled by the Registration Office's personnel in charge and handed over to the applicant to mail by himself or herself.
- Article 7. The Regulations herein shall be approved by the meeting of Academic Affairs and implemented after public announcement.