

# 國立高雄應用科技大學教務處 各項證明文件申請表(tr0)

National Kaohsiung University of Applied Sciences

## Academic Certificates Request Form

申請日期(Request date):      年(year)      月(month)      日(day)

中文姓名 Chinese Name		英文姓名 English Name	<small>(未申請英譯文件免填) (For requesting English certificates only)</small>
學 號 Student ID No.		身分證號 ID No.	
聯絡電話 Tel		出生年月日 Birth Date	

就讀日間部(Daytime program) \_\_\_\_\_ 科系所(Department/Institute) \_\_\_\_\_ 班級(class) \_\_\_\_\_  
 專科部(junior college)     大學部(undergraduate)     碩士班(Master's program)     博士班(Doctoral program)  
 畢業(graduated in)     肄業 (discontinued study in)    畢(肄)業年月: \_\_\_\_\_ 年 (year) \_\_\_\_\_ 月 (month)

勾選申請項目 Check	申請項目 Certificate requested	單價 Fee	份數 Copy	合計 (元) Total (NT\$)	備註 Remarks
<input type="checkbox"/>	中文成績單 Chinese transcript	10 元 NT\$10			<input type="checkbox"/> 歷年成績表 <input type="checkbox"/> 名次、百分比 (all records) (rank in class, percentage) <input type="checkbox"/> _____ 學年度第 _____ 學期 Academic Year Semester
<input type="checkbox"/>	中文在學證明書 Chinese Certificate of Enrollment	10 元 NT\$10			
<input type="checkbox"/>	補發中文畢業(學位)證明書 Replacement of Chinese Certificate of Graduation (Degree)	100 元 NT\$100	限一份 A limit		※若有偽造情事,申請人應負法律責任;須附身分證正反面影本 The applicant must hold legal responsibility in case of forgery. (A photocopy of the ID Card-two sides- is required.)
<input type="checkbox"/>	補發中文修業證明書 Replacement of Chinese Certificate of Attendance	20 元 NT\$20	限一份 A limit		※若有偽造情事,申請人應負法律責任;須附身分證正反面影本 The applicant must hold legal responsibility in case of forgery. (A photocopy of the ID Card-two sides- is required.)
<input type="checkbox"/>	英文成績單 English transcript	20 元 NT\$20			成績表示法: 等級 份, 分數 份, <input type="checkbox"/> GPA Records by grade copies, by score copies 須附護照內中英文姓名頁次之影本 (A photocopy of the passport page indicating Chinese and English name is required.)
<input type="checkbox"/>	英文在學證明書 English Certificate of Enrollment	20 元 NT\$20			須附護照內中英文姓名頁次之影本 (A photocopy of the passport page indicating Chinese and English name is required.)
<input type="checkbox"/>	英文畢業證明書 English Certificate of Graduation	50 元 NT\$50			須附護照內中英文姓名頁次之影本 (A photocopy of the passport page indicating Chinese and English name is required.)
<input type="checkbox"/>	英文修業證明書 English Certificate of Attendance	20 元 NT\$20			須附護照內中英文姓名頁次之影本 (A photocopy of the passport page indicating Chinese and English name is required.)
<input type="checkbox"/>	學期成績優良獎狀補發 Replacement of Certificate of Academic Excellence	50 元 NT\$50	限一份 A limit		_____ 學年度第 _____ 學期, 名次: Academic Year Semester Ran in class
<input type="checkbox"/>	在學成績名次證明書 Certificate of Academic Rank in Class	10 元 NT\$10			<input type="checkbox"/> 歷年成績名次 (Rank-in-class of every year) <input type="checkbox"/> _____ 學年度第 _____ 學期名次 Rank-in-class of Academic Year _____ Semester _____
<input type="checkbox"/>	補(換)發學生證 Replacement of Student ID Card <input type="checkbox"/> 遺失 <input type="checkbox"/> 毀損 <input type="checkbox"/> 更名 <input type="checkbox"/> 其他 lost    damaged    changing name    others	150 元 NT\$150	限一份 A limit		須先至校園智慧卡卡務系統平台辦理掛失(換發)程序。 ( <a href="http://card.kuas.edu.tw">http://card.kuas.edu.tw</a> ) The applicant must login the university smartcard system to report (replace) the lost card.
<input type="checkbox"/>	中英文立案證明 Chinese and English verification of official recognition (as a university)	免費 free of charge			須附身分證正反面影本 (a two-side copy of National ID Card is required.)

領取者簽名(signature of recipient) :

出納組收費  
(Cashier Section, Collecting fees)

經辦人  
(Clerk)

組長  
(Section Chief)

教務長/燕巢校務部主任  
(Dean of Academic Affairs/ Director of Yanchao Campus)

**※注意事項：**

**(自 100 學年度起管理學院在燕巢校區申請，其他學院在建工校區申請。)**

1.申請中文成績單原則上免填本申請單，請申請人直接至學校繳費自動化服務機（校門口收發室旁）繳納工本費，在學生並可立即於自動化服務機上領取成績單。

申請其他上述各項證明文件，於繳費自動化服務機繳納工本費後，請領取由機器印製的申請表(收據)，並將申請表(收據)送交行政大樓五樓教務處綜合教務組(管院學生請至燕巢聯合辦公室)各系、所、科承辦人辦理。

如遇機器故障時，則請依下列程序辦理申請：

- (1) 向教務處綜合教務組(或燕巢聯合辦公室)領填申請表（可至教務處網頁/綜合教務組/表單下載/一般表單項下載使用）。
- (2) 持申請表至總務處出納組，繳納工本費並簽章。
- (3) 將申請表繳至行政大樓五樓教務處綜合教務組(管院學生請至燕巢聯合辦公室)各系、所、科承辦人辦理。
- (4) 申請英文相關證明文件須繳驗護照內中英文姓名頁次之影本一份。

2.補發中文畢業或修業證明書、學期成績優良獎狀、英文相關證明文件及補(換)發學生證申請，三個工作天後取件。

3.通訊申請者請附上工本費(小額滙票：抬頭「國立高雄應用科技大學」)及填好收件姓名、地址，並貼足回郵信封乙個。

郵寄至 建工校區：807 高雄市三民區建工路 415 號教務處綜合教務組。(工學院、電資學院、人文社會學院)

燕巢校區：824 高雄市燕巢區深中路 58 號聯合辦公室。(管理學院)

**※Remarks: (Students of College of Management must request the certificates at Yanchao Campus starting from 2012.)**

1. Those who request for Chinese transcript need not fill the request form. Students can pay the fee at the automatic paying machine at the university gate and receive the transcript from the machine immediately. For other certificates, students should pay the fee at the automatic paying machine first, pick up the application form (receipt) from the machine, and bring it to Section of General Academic Affairs on the 5<sup>th</sup> floor of Administration Building to be processed by the clerk. Students from College of Management must bring the form to the Administration Office at Yanchao Campus. If the machine is out of order, please request following the procedure below:

- (1) Obtain the request form from Section of General Academic Affairs, Office of Academic Affairs (or Administration Office at Yanchao Campus), or get on the section's website to download the form. (homepage of Office of Academic Affairs->Section of General Academic Affairs->Forms Download->General Forms.)
- (2) Fill the request form and then pay the fees and sign the form at Cashier Section, Office of General Affairs.
- (3) Submit the form to the clerk at Section of General Academic Affairs, Office of Academic Affairs (or Administration Office at Yanchao Campus).
- (4) Those who request for English certificates must attach a copy of the passport page indicating the Chinese and English names of the applicant.

2. The applicant can obtain the certificates, including Replacement of Chinese Degree Certificates or Certificate of Attendance, Replacement of Certificate of Academic Excellence, English certificates, and Replacement of Student ID Card, in three work days.

3. **Those who request by correspondence must enclose the fees (a remittance with "National Kaohsiung University of Applied Sciences" as the recipient) along with a self-addressed return envelope with stamps and mail to**

**Chien Kung Campus: Section of General Academic Affairs, Office of Academic Affairs  
415, Chien Kung Road, Sanmin District, Kaohsiung City 807**

**Yanchao Campus: The Administration Office,**

**58, Shen Chung Road, Yanchao District, Kaohsiung City 824 (College of Management)**