

# 教務處註冊組 通知

## Division of Registration , Office of Academic Affairs Notice

對象：本學期**研究所預計畢業或學士班在學第 8 學期(含)以上者**

Recipients : Students in daytime master's degree/doctoral programs who plan on graduating from NTUE , or fourth-year students in bachelor's degree programs who as of this semester from NTUE have held valid student status for eight or more semesters.

主旨：為製作學位證書所需，請至 iNTUE 校務資訊系統確認英文姓名。

Subject: In order to produce a degree certificate, please go to the iNTUE system to confirm your English name.

說明：

Instructions :

一、本校 113 學年第 2 學期起實施新版學位證書，為中英文同時並列，僅加註輔系、雙主修。

I .A new version of the degree certificate will be implemented starting from the second semester of academic year 2024-2025, which will be both Chinese and English, with only minor departments and double majors added.

二、請於本學期之畢業資格申請期間，至 iNTUE 校務資訊系統確認英文姓名。

II . Please confirm your English name in the iNTUE system during the application period for graduation qualifications of this semester.

(一)路徑:校首頁→校園入口網→iNTUE 校務資訊系統→登入→教務資訊→畢業資格申請→新增→確認上方各欄位之基本資料。

(i) 校園入口網 NTUE-PORTAL ( or <https://nsa.ntue.edu.tw/> ) Log in with your personal student number and password and click on Education Information → Application for graduation requirement →add →Confirm the basic information in each field.

(二)英文姓名一律大寫，請檢查是否與護照一致，若無護照，英文姓名格式統一為：姓後加逗號「，」，名中間加「-」。可參考外交部領事事務局護照拼音(<https://www.boca.gov.tw/sp-natr-singleform-1.html>)。

(ii) English names must be capitalized. Please check whether they are consistent with the passport. If there is no passport, the format of the English name is unified: add a comma "," after the last name, and add "-" in the middle of the first name. Please refer to the Passport Pinyin of the BUREAU OF CONSULAR AFFAIRS,MINISTRY OF FOREIGN AFFAIRS,REPUBLIC OF CHINA(TAIWAN)  
<https://www.boca.gov.tw/sp-natr-singleform-1.html>

三、新版中英文併列之學位證書將依 iNTUE 系統之英文姓名列印，請務必於畢業資格申請時填寫確認，印出「畢業學分審核表確認單」後確認簽名，表單送出後如有更改請於更改處簽名。若證書印出後需更換者，將收重製工本費 200 元，並於 3 個工作日後領取(不含申請日)。

III. The new version of the degree certificate in both Chinese and English will be printed according to the English name in the iNTUE system. Please be sure to confirm when application for graduation requirement , print out “the Graduation Credit Evaluation Confirmation Form” and confirm your signature. If there are any changes after the form is sent, please sign the change.

If you need to replace your degree certificate after it is printed, you will be charged a reprinting fee of 200NT , which will be 3 working days (excluding the day of application).

四、惟為因應目前在學已修習第二專長之**學士班在校生**，對於在學位證書上加註專長之期待與特殊需求，本校規劃過渡時期配套措施，針對 113 學年度第二學期起至 116 學年度畢業擬領取加註專長之舊版純中文學位證書者，採取專案申請方式，申請時間與方式依教務處公告辦理。新版學位證書將於 117 學年度全面實施。

IV. In order to meet the expectations and special needs of current bachelor's degree students who have studied second major program in their degree certificates, we has planned supporting measures for the transitional period.

For the period from the second semester of academic year 2024-2025 to the academic year 2027-2028 , application for the old version of the degree certificate with the second major program shall be through a application. The application time and method shall be handled in accordance with the announcement of the Academic Affairs Office .

The new version of degree certificate will be fully implemented in academic year 2028-2029