# National Taipei University of Education

# Application for Various Certificates of Student Status

Applicable to: Day school students Date of application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student ID No. |  | Chinese Name |  | English Name（For English certificate applicants） |  |
| Status as a Student | □General □Overseas□Chinese□Foreign | Student Status | □Current □Suspended□Withdrawn□Graduate | ID No.(Or passport no.)(Or resident certificate no.) |  |
| Phone No. |  | Date of Graduation |  | E-mail |  |
| Department / Program | 　　　　　　　 Department | □Bachelor program □Master’s program□Ph.D program | □National teacher’s program □2-year pre-school teacher’s program□5-year general program□5-year music program□3-year music program□3-year general program |
| Address | □□□（must be completed for mailing purposes） |
| Please check | Document requested | Please attach the original and a duplicate copy of identification for processing. | No. of copies | Charge per copy | Processing time  |
|  | Chinese Certificate of Enrollment  |  |  | NT$20 | Immediately |
|  | English Certificate of Enrollment |  |  | NT$20 | Immediately |
|  | Certificate of Suspension |  |  | NT$20 | One day |
|  | Certificate of Study | Limited to applicants with at least (including) one semester of enrollment. |  | NT$20 | One day |
|  | Other certificates of student status | Purpose:(　　　　　　 　　　　　　 ) |  | NT$50 | Three days |
|  | Degree Certificate in English | Purpose: for certification of degree only |  | NT$50 | Three days |
|  | Degree Certificate in English | Limited to first-time application made by graduates of 2017 and hereafter  | Limitedto 1 | NT$200 | Three days |
|  | Degree Certificate in Chinese | Limited to reissue due to loss / damage | This is to certify that I indeed lost / damaged my degree certificate, and declare it void. I will take full legal responsibility for any fraudulent use. Signature: | Limitedto 1 | NT$200 | Three days |
|  | Degree Certificate in English | Limited to reissue due to loss / damage | Limitedto 1 | NT$200 | Three days |
|  □Pick-up in person □Pick-up by others □By mail (please include a self-addressed envelope with sufficient postage) | Recipient’s signature (date)： |
| Attention |
| * For application of enrollment certificate made in person, this form is unnecessary.

Please proceed with fee payment at the self-service payment machine located outside the Division of Cashier of the Office of General Affairs on the second floor of the Administration Building, and bring the receipt, along with relevant documentation, to the Division of Registration & Curriculum for verification.* For application made by mail, the application will be processed and sent out in three working days from the time we receive the application.

Please fill out the form downloaded from the “Form Downloads” section at the website of the Division of Registration & Curriculum of the Office of Academic Affairs, and mail the completed form, along with the postal money order for the service charge (please purchase a postal money order at a post office, with the beneficiary being the National Taipei University of Education), and an A4-size self-addressed stamped envelope, back to Registration & Curriculum Division of Academic Affairs Office. (if the document is to be mailed out, please make sure to include sufficient postage for a particular mailing service, including □ordinary □prompt □registered □ prompt registered. In case of insufficient postage, the document will be mailed out using a service which the included postage allows.)* Please attach a power of attorney if assistance from others with the application is required. (downloadable from the website of the Division of Registration & Curriculum of the Office of Academic Affairs)
* The processing time stated here is not applicable to any applications of documents from the older academic system. (prior to August 2007)

Pei-Chiao-Ta ( ) Chiao-Tsai-Hsueh-Cheng-Tzu-Ti No.:\_\_\_\_\_\_\_\_ Certificate of Degree in English (1st issue) : NTUE（　　）＿＿＿＿＿＿Pei-Chiao-Ta ( ) Chiao-Hsiu-Hsueh-Cheng-Tzu-Ti No.:\_\_\_\_\_\_\_\_ Certificate of Degree in English (reissue):NTUE（　　）＿＿＿＿-＿＿Pei-Chiao-Ta ( ) Chiao-Hsiu-Yeh-Cheng-Tzu-Ti No.:\_\_\_\_\_\_\_\_\_ Pei-Chiao-Ta ( ) Chiao-Chu-Cheng-Tzu-Ti No.:\_\_\_\_\_\_\_\_Certificate of Degree in Chinese (reissue): Pei-Chiao-Ta ( ) Chiao-Pu-Cheng-Tzu-Ti No.:\_\_\_\_\_\_\_\_ |
| Clerk of the Division of Registration & Curriculum | Division Director of Registration & Curriculum |
| Payment remitted：□Yes □No |  |

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