

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	<input type="checkbox"/> General <input type="checkbox"/> Overseas <input type="checkbox"/> Chinese <input type="checkbox"/> Foreign	Student Status	<input type="checkbox"/> Current <input type="checkbox"/> Suspended <input type="checkbox"/> Withdrawn <input type="checkbox"/> Graduate	ID No. (Or passport no.) (Or resident certificate no.)	
Phone No.		Date of Graduation		E-mail	
Department / Program	Department	<input type="checkbox"/> Bachelor program <input type="checkbox"/> Master's program <input type="checkbox"/> Ph.D program	<input type="checkbox"/> National teacher's program <input type="checkbox"/> 5-year general program <input type="checkbox"/> program	<input type="checkbox"/> 2-year pre-school teacher's program <input type="checkbox"/> 5-year music program <input type="checkbox"/> 3-year music program <input type="checkbox"/> 3-year general program	
Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (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	
	<input type="checkbox"/> Degree Certificate in English	Purpose: for certification of degree only		NT\$50	Three days	
	<input type="checkbox"/> Degree Certificate in English	Limited to first-time application made by graduates of 2017 and hereafter	Limited to 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: _____	Limited to 1	NT\$200	Three days
	Degree Certificate in English	Limited to reissue due to loss / damage		Limited to 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 : <input type="checkbox"/> Yes <input type="checkbox"/> No	

