

National Taipei University of Education
Chinese/English Transcript Application Form (Only for daytime programs students)
 (This form is required for mail-in or proxy applications only.)

Applying Date(Y/M/D) : _____

Student ID NO.		Chinese Name		English Name	Use the same format as your passport, in all capital letters.		
Tel		Graduate Date		ID	ARC / PASSPORT		
Department				<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctor			
Add	(Required for mailing)						
Category	Item Requested (3 working days after receipt)			With Ranking	Number of Copies	Amount	Total Amount
Transcript	Semester Transcript(Chinese): ____ academic year ____ semester			<input type="checkbox"/> Yes <input type="checkbox"/> No		NT.10 each	
	Academic Year Transcript(Chinese): ____ academic year			<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Transcript of Academic Records(Chinese)			<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Transcripts of Academic Records (English)	Percentage-based Grading		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		Letter Grading(with GPA)		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Certificate of Ranking - in Chinese	Ranking for Single Course Record : ____ academic year ____ semester / Course Name: *Each semester's course must be applied for separately.					NT.20 each	
	Ranking for Semester Average Grade : ____ academic year ____ semester						
	Ranking for Academic Year Average Grade : ____ academic year						
	Ranking for each individual Semester Average Grade						
	Ranking for Cumulative Average Grade -For undergraduate students (enrolled, suspended, or withdrawn) and all graduate students.						
	Ranking for Graduation Average Grade (for undergraduate graduates only)						
Other	Sealing Service (Description : _____)					NT.5 each envelope	

Additional Instructions

1. For mail-in applications :

(1) Please send the following documents :

I. This application form

II. Go to post office to buy a “postal money” order for the processing fee (payable to: 國立臺北教育大學)

III. A copy of your ID

IV. Stamped and self-addressed envelope

★Postage Reference: 20g per envelope, 7g per sheet)

Up to 50g: Regular: NT\$16 / Priority: NT\$23 / Registered: NT\$36 / Priority + Registered: NT\$43

Up to 100g: Regular: NT\$24 / Priority: NT\$31 / Registered: NT\$44 / Priority + Registered: NT\$51

(2)Please select return mailing methods: ☐ Regular / ☐ Priority / ☐ Registered / ☐ Priority + Registered

(If postage is insufficient, it will be sent using an alternative method.)

(3)Transcripts will be mailed starting on the fourth working day after receipt.

(4)Mailing address: Registrar Division, Office of Academic Affairs

No. 134, Sec. 2, Heping East Road, Da'an District, Taipei City 10671 (Application for Academic Transcript)

(5)For applications via proxy: Please include a signed authorization letter and both parties' original or photocopied ID cards.

2.Starting from the third Friday of the new semester, you may apply for: Official transcripts and Certificate of Ranking including the previous semester's grades

Clerk of the Division of Registration

Payment Status : ☐ Yes ☐ No

Mailing Date :