

National Chengchi University Application to Request a Reissued Diploma/Degree Certificate

Name		Sex		Date of Birth (Day/Month/Year)		National ID number	
Original Department/ Institute of Graduation	<input type="checkbox"/> Undergraduate Department of study <input type="checkbox"/> Master's degree program (Graduate institute, program) <input type="checkbox"/> Doctoral degree program Minor: Section Double majors:					Student ID	
						Date of graduation (Month/Year)	(Month/Year)
Applicant's seal/signature					Proxy's seal/signature		
Address	□□□□□						
Contact number					Date of application		
Document number for the approval of graduation (This section is reserved for the handling office)	(Day/Month/Year)	Serial number of the original document		Ministry of Education Letter	Serial number of the issued document	Ministry of Education Letter	
Enrollment case handler	Section Head of Registration Section			Dean of Academic Affairs			Approval of President
Remarks	<p>I. Applying in person:</p> <ol style="list-style-type: none"> 1. Fill out the application to request a reissued diploma/degree certificate 2. A copy of the front and back of the National ID Card of the applicant 3. NT\$100 fee for each application (Pay at the automatic cashier machine in the hallway outside of the Registration Section) <p>II. Applying by post</p> <ol style="list-style-type: none"> 1. Fill out the application to request a reissued diploma/degree certificate 2. A copy of the front and back of the National ID Card of the applicant 3. The original receipt of money transfer of NT\$115 (NT\$100 fee per application, and additional NT\$15 fee for money transfer) [Account number: 00148908, Account name: National Chengchi University] Address: No. 64, Zhinan Road Section 2, Wenshan District, Taipei City Registration Section of the Office of Academic Affairs, National Chengchi University 4. Enclose a stamped, self-addressed registered mail A4 envelope <p>III. Applying online https://sysca1.nccu.edu.tw/docpnt/</p> <p>IV. Applying by proxy</p> <ol style="list-style-type: none"> 1. Designated by applicant: Prepare the documents listed in point I, and power of attorney 2. Proxy applying by post: Prepare the documents listed in point II, power of attorney, and a copy of both sides of the national ID cards of the applicant and the proxy. <p>V. The reissued Degree Certificate in Chinese can be picked up after 3 working days from the date of receipt of the application.</p>						
Recipient signature (Date)							

Pick-up in person Pick-up by proxy Send by post (enclose a stamped, self-addressed envelope)

National Chengchi University Power of Attorney for Certificates

I, _____ hereby designate _____ as my proxy
to apply for _____.

Recipient:

Registration Section, Office of Academic Affairs

Signature: _____

(Day/Month/Year) _____

Copy of ID

Paste copy of the front of applicant's ID

Paste copy of the back of applicant's ID

Paste copy of the front of proxy's ID

Paste copy of the back of proxy's ID

Remarks: If you apply in person, you do not have to fill out the Power of Attorney for Certificates, just present your ID for verification.