

National Chengchi University Application Form for Grade/Degree/Ranking Certification

Date of application: (Day/Month/Year) _____

Chinese name		English name	[Applicants who are applying for documents in English should provide their full English name, without abbreviations or initials, as it appears in your passport. Once the application is approved, no corrections may be made.]
Date of birth	(Day/Month/Year) _____	Sex	<input type="checkbox"/> Male Student ID <input type="checkbox"/> Female
Department/Institute Year	<input type="checkbox"/> Undergraduate, Department of <input type="checkbox"/> Master's degree program <input type="checkbox"/> Doctoral degree program Graduate Institute of Minor: Double majors:	Enrollment period	_____ year _____ month _____ _____ to _____ _____ year _____ month _____ <input type="checkbox"/> current student <input type="checkbox"/> graduated <input type="checkbox"/> non-graduate
Applicant Proxy		Contact number Mobile number	
Item		Number applied for	Remarks
Chinese academic transcript			I. Applying in person: Show your student ID or National ID card for verification. There is a NT\$10 fee for each application to be paid at the automatic cashier machine in the hallway outside of the Registration Section. II. Applying by post 1. Send the completed application, along with a copy of both sides of your National ID card 2. The original receipt for the money transfer. (NT\$10 fee per application, and additional NT\$15 fee for money transfer) [Account number: 00148908, account name: National Chengchi University] Mailing address: No. 64, Zhinan Road Section 2, Wenshan District, Taipei City Registration Section of the Office of Academic Affairs, National Chengchi University
Single semester ranking certificate in Chinese (____ academic year, ____ semester) <small>(Not available for graduate students)</small>			
Chinese certificate of ranking <input type="checkbox"/> current enrollment <input type="checkbox"/> graduation <small>(Not available for graduate students)</small>			
Ranking certificate in English <small>(Not available for graduate students)</small>			
Proof of enrollment in English (current student)			
Degree certificate in English (graduated) <input type="checkbox"/> First time applicant <input type="checkbox"/> Repeat applicant			

<p>English transcript</p> <p><input type="checkbox"/>First time applicant <input type="checkbox"/>Repeat applicant</p>		<p>3. Enclose a stamped, self-addressed registered mail envelope</p> <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: Attach power of attorney.2. Proxy applying by post: Prepare the documents listed in point II, power of attorney, a copy of both sides of the national ID cards of the applicant and the proxy. <p>V. A 3 working day period is required for undergraduate programs prior to 1994, and graduate programs prior to 1997. All others will receive the certificate on site at the time of application.</p> <p>VI. If sealed documents are required, enclose the proper amount of airmail envelopes and indicate on the application form the number of certificates you wish to put in each envelope. (Also specify if other relevant documents need to be mailed out at the same time.) Once the certificate is ready, the Registration Section will seal it for applicant to pick up. If you require the certificate to be sent to overseas schools, enclose envelopes with proper postage fees and clearly written addresses of the recipient schools.</p> <p>VII. For more information, please call: 886.2.29393091 Ext.63279, Fax: 886.2.29387081, e-mail:tr63279@nccu.edu.tw</p>
<p>Recipient signature (Date)</p>		

- Pick-up in person Pick-up by proxy Send by post (enclose a stamped, self-addressed envelope) Overseas dispatch (enclose postage fees and envelopes)

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.