

National Chengchi University Application Form for Various Certificates

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

Student ID		Name	
Date of Birth	(Day/Month/Year) _____	Contact number	
Time of enrollment	(Month/Year)	Time of graduation/withdrawal (Month/Year)	(Month/Year)
Department / institute	Department (institute) of _____ section <input type="checkbox"/> Undergraduate <input type="checkbox"/> Master's degree program <input type="checkbox"/> Doctoral degree program		
Certificates (please check):			
	<input type="checkbox"/> Certificate of Transfer (Available only to students who have completed the procedures for withdrawal)		
	<input type="checkbox"/> Certificate of Study (Available only to students who have completed the procedures for withdrawal)		
	<input type="checkbox"/> Certificate of Withdrawal (Available only to students who have completed the procedures for withdrawal)		
	<input type="checkbox"/> English Certificate of Partial Course Completion (Available only to students who have completed the procedures for withdrawal)		
	<input type="checkbox"/> Certificate of Credit Make-up (Available only to fourth-year students who cannot graduate within 4 years of starting their undergraduate program)		
	<input type="checkbox"/> Chinese <input type="checkbox"/> English Graduation Degree (available only to graduating undergraduate students)		
	<input type="checkbox"/> Master's Degree Examination Certificate (Available only after registering test scores within 6 months)		
	<input type="checkbox"/> Certificate of Suspension of Studies in English		
<input type="checkbox"/> Pick-up in person <input type="checkbox"/> Pick-up by proxy <input type="checkbox"/> Send by post (enclose a stamped, self-addressed envelope)			
Recipient signature (Date)			
Remarks			
I. Applying in person: 1. Present student ID or National ID card for verification 2. NT\$10 fee for each application (Pay 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 3. Enclose a stamped, self-addressed registered mail envelope		III. Applying by proxy 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. IV. The Certificate may be collected in person from the case handler at the registration section within 3 working days. If the applicant is unable to collect in person, please attach a stamped, self-addressed envelope. V. For more information, please call: 886.2-29393091 Ext. no. 63279. Fax: 886.2.29387081, e-mail: tr63279@nccu.edu.tw	

Applicant:	(Day/Month/Year)	Section Head of Registration Section		Dean of Academic Affairs		President	
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Revised January 2014, Version 6

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.