

國立嘉義大學各類證明文件申請表 (國際學生專用)

Application Form for Verification Certificates

英文姓名 English Name	(Please give your full name as shown on your passport)		申請日期 Application Date	___/___/____ (dd) (mm) (yyyy)	
學號 Student No.		性別 Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	出生年月日 Date of Birth	___/___/____ (dd) (mm) (yyyy)
系所別 Department / Graduate Institute	<input type="checkbox"/> PH.D. <input type="checkbox"/> M.A. <input type="checkbox"/> B.A. in (Department/Graduate Institute)		學籍狀況 Duration of Study	From __ (month) __ (year) To __ (month) __ (year) <input type="checkbox"/> Currently enrolled (在校) <input type="checkbox"/> Graduated (已畢業) <input type="checkbox"/> Dropped out (肄業)	
申請項目及數量 Item and Number	Item		No.	Fee/each	應繳金額 Fees
	<input type="checkbox"/> 英文成績單 Transcript in English	<input type="checkbox"/> 分數 Score <input type="checkbox"/> 等級 Grade		20	
	<input type="checkbox"/> 英文學位證明書 Student Degree Verification in English			20	
	<input type="checkbox"/> 英文在學證明 Student Enrollment Verification in English			20	
	<input type="checkbox"/> 英文畢業證書 Diploma in English		1	100	
	<input type="checkbox"/> 其它 Other				
				Total	NT:
取件方式 Means of Delivery	<input type="checkbox"/> 學生本人領取 picked up in person by the applicant <input type="checkbox"/> 他人代領 picked up in person by someone other than the applicant <input type="checkbox"/> 郵寄 (需檢附回郵) mailed (please enclose a stamped self-addressed envelope)				
聯絡電話 Contact Number			備註 Note		
承辦人		組長		教務長	

注意事項 Please note :

1. 每份證明文件20元，郵寄申請者，請至郵局購買匯票 (抬頭：國立嘉義大學)，連同本申請表格寄至教務處。
Each verification certificate costs NT\$20. If you are applying by mail, please remit the fees at the post office (Payee:國立嘉義大學) and send this form with the receipt to the Office of Academic Affairs.
2. 證明文件若需加彌封，請註明項目及數目，並加收信封工本費每個5元 (信封由本校提供)，若須郵寄至國外學校時，請附上郵資，並在信封上寫明地址。
If you wish for the verification certificate(s) to be considered official, please indicate which item(s) and the number that you wish to be placed in each envelope.(Each envelope provided by the University costs NT\$5). If you require the verification certificate(s) to be sent overseas, please attach enough postage and write the addressee's address clearly on the envelope.