

National Chin-Yi University of Technology Form and Processing Fee Standards

★ Alumni who are unable to apply in person may apply via mail. Please obey the following rules:

1. Please pay the administration fee by postal order (the title of the payee: National Chin-Yi University of Technology). Please refer to the standards of the administration fee in the following table and make calculations according to the item and number of copies you wish to apply for.
2. To avoid postal delays, please include a complete address convenient for you to receive the letter on the return envelope and attach sufficient postage. (Please refer to the Post Office website. For urgent applications, please understand that NCUT only uses home delivery rather than Post Office express mail.)

Academic Program	<input type="checkbox"/> Graduate Institute <input type="checkbox"/> Four-Year College of Technology <input type="checkbox"/> Two-Year College of Technology <input type="checkbox"/> Two-Year Junior College <input type="checkbox"/> Senior High School				Date of Application:	YY/MM/DD
Name	Student Number	Department				
ID Number Date of Birth	Telephone/Mobile					
Study Status	<input type="checkbox"/> Graduated: Enrolled in ____ (year) and graduated in ____ (month) ____ (year) <input type="checkbox"/> Not graduated: Enrolled in ____ (year) and left school in ____ (month) ____ (year). <input type="checkbox"/> Current Student: Grade ____					
Type of Application	Item	Fees/Per Copy	No. of Copies	NT\$	Required Certificates	Operational Time
Chinese Transcript	Current Student's Chinese Transcript	10			Free for current students applying for 1-3 copies	The applicant can receive the document immediately without filling out the application form.
	Graduate's All-Year Transcript	10			Free for alumni applying for 1-5 copies	
Student ID	<input type="checkbox"/> Lost, damaged <input type="checkbox"/> alteration of information	200 150			NT\$200 for reissue. NT\$150 for basic information alteration reissue	After making payment, please notify the Registration Division. In three working days, please collect the document in person at the Registration Division.
English Transcript	English Transcript (The first copy is NT\$20. The second copy and successive copies is NT\$15/copy)	20			The copy of the first page of the passport (The English name should be identifiable and clear. Any error shall be for your own account.)	7 working days.
		15				
Diploma (limited to one copy only)	Loss Reissue - Chinese Diploma	100			<ol style="list-style-type: none"> 1. Fill out the Reissuance Application Form 2. One 2-inch photo(Please refer to the note.) 3. Copy of ID 4. A Diploma is a controlled document and in principle can only be reissued once. Please keep it safe. 	3 working days.
	Loss Reissue - English Diploma (Free for the first application)	50			<ol style="list-style-type: none"> 1. The copy of the first page of the passport (The English name should be identifiable and clear. Any error shall be for your own account.) 2. A Diploma is a controlled document and in principle can only be reissued once. Please keep it safe. 	7 working days.
Certificate of Study (limited to one copy only)	Certificate of Study (including a Chinese transcript)	20			<ol style="list-style-type: none"> 1. One 2-inch photo(Please refer to the note.) 2. Certificate of study is a degree certificate and can only be reissued once. Please keep it safe. 	3 working days.
Certificate	Course Certificate	10			One copy of the Chinese transcript	Please contact the Curriculum Division
	English Certificate of Study (for the application of current students only)	10			<ol style="list-style-type: none"> 1. One 2-inch photo(Please refer to the note.) 2. The copy of the first page of the passport (The English name should be identifiable and clear. Any error shall be for your own account.) 	7 working days.
	Chinese Certificate of Study	Free			Photocopies of the front and back of student ID (please make copies first and submit the original for verification)	Collect the document on the application date.
Information Alternation	Alterations of Name and Date of Birth (Current Students)	150			<ol style="list-style-type: none"> 1. Household registration transcript 2. Copy of ID 3. The original student ID 	Please contact the person in charge for name alternation procedures.
	Alterations of Name and Date of Birth (Graduates)	Free			<ol style="list-style-type: none"> 1. Household registration transcript 2. Copy of ID 3. The original diploma 	Collect the document on the application date.
Stamping on Photocopies	Stamping of copies on a diploma	10			Please make photocopies first (submit the original for verification)	Collect the document on the application date.

Note: The 2-inch photo should be a color front headshot with clear facial features and without any head covering.