

國立雲林科技大學學生請領中英文證件須知

National Yunlin University of Science and Technology Directions for Students Applying for Chinese and English Credentials

88 年 10 月 17 日 89 學年度第 1 次處務會議修訂
Amended at the 1st Office Meeting in Academic Year 2000 on Oct. 17, 1999
91 年 4 月 16 日 90 學年度第 2 次處務會議修訂
Amended at the 2nd Office Meeting in Academic Year 2001 on Apr. 16, 2002
91 年 11 月 1 日 91 學年度第 1 次處務會議修訂
Amended at the 1st Office Meeting in Academic Year 2002 on Nov. 1, 2002
94 年 3 月 9 日 93 學年度第 2 次處務會議修訂
Amended at the 2nd Office Meeting in Academic Year 2004 on Mar. 9, 2005
95 年 6 月 29 日第 46 次教務會議修訂
Amended at the 46th Academic Affairs Meeting on Jun. 29, 2006
102 年 12 月 25 日第 80 次教務會議修訂
Amended at the 80th Academic Affairs Meeting on Dec. 25, 2013
104 年 5 月 21 日第 86 次教務會議修訂
Amended at the 86th Academic Affairs Meeting on May 21, 2015
104 年 10 月 12 日第 87 次教務會議修訂
Amended at the 87th Academic Affairs Meeting on Oct. 12, 2015
106 年 12 月 26 日第 97 次教務會議修訂
Amended at the 97th Academic Affairs Meeting on Dec. 26, 2017
110 年 10 月 19 日 110 學年度第 2 次行政會議修訂
Amended at the 110th Administrative Meeting on Oct. 19, 2021
110 年 11 月 18 日 110 學年度第 1 學期第 1 次校務基金管理委員會修訂
Amended by the 1st University Fund Management Committee in
Semester 1 of Academic Year 2021 on Nov. 18, 2021

一、本校學生申請中、英文證件，除學則另有規定外，均依本須知辦理。

1. Unless otherwise specified in the School Regulations, all students applying for credentials in Chinese or English shall follow the procedures outlined in these directions.

二、開除學籍之學生依本校學則之規定不發給任何學歷證件。

2. Students who have been expelled from the University shall not be issued any academic certificates in accordance with the provisions of Yuntech's Academic Regulations.

三、本須知所指各項證件名稱、申請手續及應注意事項如下表：

3. The names of the various credentials, application procedures and important notes referred to in these directions are listed in the table below:

	申請手續	備註
	Application procedures	Remarks
中文成績單	一、到校申請： (一)投幣申請：直接利用投幣系統列印。 (二)現場申請： 1. 至註冊組填寫申請單。 2. 至出納組繳交工本費。	1. 中文成績單分學期及歷年兩種，申請份數及時間不拘。 2. 中文成績單學期及歷年成績單每份工本費均為十元。

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	3. 將申請聯交註冊組辦理。 二、線上申請： 1. 至本校「線上成績單及證明書申請系統」填寫申請資料。 2. 完成繳費。 3. 註冊組寄出申請資料。	3. 代申請者應附申請人委託書。 4. 成績單上各種成績，概照原成績以阿拉伯數字記之。 5. 歷年成績單影本每份五元。
Chinese Transcripts	1. On-Campus Applications: (1) Coin-operated application: Print directly using the coin-operated system. (2) On-site Application: a. Go to the Registration Office and fill out the application form. b. Go to the Cashier's Office and pay the processing fee. c. Submit the application copy to the Registration Office for processing. 2. Online Application: a. Visit Yuntech's "Online Transcript and Certificate Request System" and fill out the application form. b. Complete the payment. c. The Registrar's Office will send out the materials being applied for.	1. Chinese transcripts are available in two types: semester-based and cumulative. There are no restrictions on the number of copies requested or the timing of the request. 2. The processing fee for both semester-based and cumulative Chinese transcripts is NT\$10 per copy. 3. Application on the applicant's behalf requires a letter of authorization. 4. All grades on the transcript will be recorded in Arabic numerals, consistent with the original grades. 5. Photocopies of cumulative transcripts cost NT\$5 each.
英文成績單	一、到校申請： (一)投幣申請： 1. 利用投幣系統繳費列印申請聯。 2. 將申請聯交註冊組辦理。 (二)現場申請： 1. 至註冊組填寫申請單。 2. 至出納組繳交工本費。 3. 將申請聯交註冊組辦理。 二、線上申請： 1. 至本校「線上成績單及證明書申請系統」填寫申請資料。 2. 完成繳費。 3. 註冊組寄出申請資料。	1. 英文成績單均以歷年全部成績為限，不得選請核發某一學期或某一學年之成績。 2. 每份工本費新台幣二十元。 3. 代申請者，應附申請人委託書。 4. 成績單上各種成績，概照原成績以阿拉伯數字記之。 5. 英文成績單彌封信封每封三元。
English Transcripts	1. On-Campus Applications: (1) Coin-operated application: a. Pay for and print the application form by using the coin-operated system.	1. English transcripts are available only in cumulative type and include all grades. Requests for transcripts covering only a specific semester or academic year are not allowed.

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	b. Submit the application form to the Registration Office for processing. (2) On-site Application: a. Go to the Registration Office and fill out the application form. b. Go to the Cashier's Office and pay the processing fee. c. Submit the application copy to the Registration Office for processing. 2. Online Application: a. Visit Yuntech's "Online Transcript and Certificate Request System" and fill out the application form. b. Complete the payment. c. The Registrar's Office will send out the materials being applied for.	2. The processing fee is NT\$20 per copy. 3. Application on the applicant's behalf requires a letter of authorization. 4. All grades on the transcript will be recorded in Arabic numerals, consistent with the original grades. 5. Sealing cost of English transcripts is NT\$3 per envelope.
中文在學證明	一、到校申請： (一)投幣申請：直接利用投幣系統列印。 (二)現場申請： 1. 至註冊組填寫申請單。 2. 至出納組繳交工本費。 3. 將申請聯交註冊組辦理。 二、線上申請： 1. 至本校「線上成績單及證明書申請系統」填寫申請資料。 2. 完成繳費。 3. 註冊組寄出申請資料。 三、其他：自行將學生證影印後，至註冊組蓋註冊章。	1. 每份工本費新台幣十元。 2. 代申請者，應附申請人委託書。

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	Application procedures	Remarks
Chinese Enrollment Certificate	1. On-Campus Applications: (1) Coin-operated application: Print directly using the coin-operated system. (2) On-site Application: - Go to the Registration Office and fill out the application form. - Go to the Cashier's Office and pay the processing fee. - Submit the application copy to the Registration Office for processing. 2. Online Application: - Visit Yuntech's "Online Transcript and Certificate Request System" and input your request. - Complete the payment. - The Registrar's Office will send out the materials being applied for. 3. Others: Make photocopies of your Student ID card alone and have the Registration Stamp affixed on them at the Registration Office.	1. The processing fee is NT\$10 per copy. 2. Application on the applicant's behalf requires a letter of authorization.
英文在學證明	一、到校申請： (一)投幣申請： - 利用投幣系統繳費列印申請聯。 - 將申請聯交註冊組辦理。 (二)現場申請： - 至註冊組填寫申請單。 - 至出納組繳交工本費。 - 將申請聯交註冊組辦理。 二、線上申請： - 至本校「線上成績單及證明書申請系統」填寫申請資料。 - 完成繳費。 - 註冊組寄出申請資料。	1. 每份工本費新台幣十元。 2. 代申請者，應附申請人委託書。
English Enrollment Certificate	1. On-Campus Applications: (1) Coin-operated application: - Pay for and print the application form using the coin-operated system. - Submit the application form to the Registration Office for processing. (2) On-site Application: - Go to the Registration Office and	1. The processing fee is NT\$10 per copy. 2. Application on the applicant's behalf requires a letter of authorization.

	申請手續	備註
	Application procedures	Remarks
	fill out the application form. b. Go to the Cashier's Office and pay the processing fee. c. Submit the application copy to the Registration Office for processing. 2. Online Application: a. Visit Yuntech's "Online Transcript and Certificate Request System" and input your request. b. Complete the payment. c. The Registrar's Office will send out the materials being applied for.	
英文學位證書	一、到校申請： (一)投幣申請： 1.利用投幣系統繳費列印申請聯。 2.將申請聯交註冊組辦理。 (二)現場申請： 1.至註冊組填寫申請單。 2.至出納組繳交工本費。 3.將申請聯交註冊組辦理。 二、線上申請： 1.至本校「線上成績單及證明書申請系統」填寫申請資料。 2.完成繳費。 3.註冊組寄出申請資料。	1. <u>限當學期應屆畢業生英文學位證書姓名錯誤者申請。</u> 2. 每份工本費新台幣五十元。 3. 每位學生限申請一份， <u>已領之英文學位證書須繳回。</u> 4. 代申請者，應附申請人委託書。
English Diploma	1. On-Campus Applications: (1) Coin-operated application: a. Pay for and print the application form using the coin-operated system. b. Submit the application form to the Registration Office for processing (2) On-site Application: a. Go to the Registration Office and fill out the application form. b. Go to the Cashier's Office and pay the processing fee. c. Submit the application copy to the Registration Office for processing. 2. Online Application: a. Visit Yuntech's "Online Transcript and Certificate Request System" and input your request. b. Complete the payment. c. The Registrar's Office will send out the materials being applied for.	1. Only the requests by graduates in the current semester for correcting incorrect names on diplomas are accepted. 2. The processing fee is NT\$50 per copy. 3. A student can apply for not more than one copy and must return the previously received English diploma. 4. Application on the applicant's behalf requires a letter of authorization.

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英文學位證明書	一、到校申請： (一)投幣申請： 1. 利用投幣系統繳費列印申請聯。 2. 將申請聯交註冊組辦理。 (二)現場申請： 1. 至註冊組填寫申請單。 2. 至出納組繳交工本費。 3. 將申請聯交註冊組辦理。 二、線上申請： 1. 至本校「線上成績單及證明書申請系統」填寫申請資料。 2. 完成繳費。 3. 註冊組寄出申請資料。	1. 申請時攜帶護照影本。 2. 每份工本費二十元，申請份數不拘。 3. 代申請者，應附申請人委託書。
English Degree Certificate	1. On-Campus Applications: (1) Coin-operated application: a. Pay for and print the application form using the coin-operated system. b. Submit the application form to the Registration Office for processing (2) On-site Application: a. Go to the Registration Office and fill out the application form. b. Go to the Cashier's Office and pay the processing fee. c. Submit the application copy to the Registration Office for processing. 2. Online Application: A. Visit Yuntech's "Online Transcript and Certificate Request System" and input your request. B. Complete the payment. C. The Registrar's Office will send out the materials being applied for.	1. Applicants shall carry the photocopy of their passports when making requests. 2. The processing fee is NT\$20 per copy; the number of copies requested is not limited. 3. Application on the applicant's behalf requires a letter of authorization.
補(換)發學生證	一、到校申請： (一)投幣申請： 1. 利用投幣系統繳費列印申請聯。 2. 將申請聯交註冊組辦理。 (二)現場申請： 1. 至註冊組填寫申請單。 2. 至出納組繳交工本費。 3. 將申請聯交註冊組辦理。	1. 申請換發者憑原證辦理（足資辨認者）。 2. 每份工本費新台幣二百五十元。依據校園卡 IC 卡管理要點規定。 3. 學生證若有儲值，申請掛失後依悠遊卡公司規定辦理退費。 4. 代申請者，應附申請人委託書。

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	Application procedures	Remarks
Reissuance of Student ID Card	1. On-Campus Applications: (1) Coin-operated application: - Pay for and print the application form using the coin-operated system. - Submit the application form to the Registration Office for processing (2) On-site Application: - Go to the Registration Office and fill out the application form. - Go to the Cashier's Office and pay the processing fee. - Submit the application copy to the Registration Office for processing.	- Produce an original card (which is capable of recognition) to request for reissuance. - The processing fee is NT\$250 per card. The Guidance for Management of Campus IC Passes shall be observed. - If there is a balance on the Student ID card, the student can apply for refund in accordance with EasyCard Corporation's regulations after a loss report is filed. - Application on the applicant's behalf requires a letter of authorization.
休學證明書	辦妥休學離校手續後填寫申請表申請即核發。	- 僑生、外籍生得於取得中文休學證明書後，至註冊組填表申請發給英文休學證明書。 - 代申請者，應附申請人委託書。
Certificate of Leave of Absence	A Certificate of Suspension of Study will be issued upon request in writing after the procedure of suspension of study and departure has been completed.	- Overseas Chinese students and international students having been issued leave-of-absence certificates in Chinese may apply for an English copy by filling out a request form at the Registration Office. - Application on the applicant's behalf requires a letter of authorization.
修業證明書	一、辦妥退學離校手續後填寫申請表申請即核發。 二、遺失後補發申請： (一)投幣申請： - 利用投幣系統繳費列印申請聯。 - 將申請聯交註冊組辦理。 (二)現場申請： - 至註冊組填寫申請單。 - 至出納組繳交工本費。 - 將申請聯交註冊組辦理。 (三)線上申請： - 至本校「線上成績單及證明書申請系統」填寫申請資料。 - 完成繳費。 - 註冊組寄出申請資料。	- 有下列情形者，不得發給修業證明書： - 在校未修滿一學期以上或無學業成績者。 - 學籍未經核准者。 - 開除學籍者。 - 僑生、外籍生得於取得中文修業證明書後，至註冊組填表申請發給英文修業證明書。 - 補發中、英文修業證明書每份二十元。 - 代申請者，應附申請人委託書。

	申請手續	備註
	Application procedures	Remarks
Certificate of Studies	1. a Certificate of Studies will be issued upon request in writing after the procedure of withdrawal and departure has been completed. 2. Application for reissuance after a loss: (1) Coin-operated application: a. Pay for and print the application form by using the coin-operated system. b. Submit the application form to the Registration Office for processing. (2) On-site Application: a. Go to the Registration Office and fill out the application form. b. Go to the Cashier's Office and pay the processing fee. c. Submit the application copy to the Registration Office for processing. (3) Online Application: a. Visit Yuntech's "Online Transcript and Certificate Request System" and fill out the application form. b. Complete the payment. c. The Registrar's Office will send out the materials being applied for.	1. A Certificate of Studies shall not be issued to a student who falls under any of the following circumstances: (1) He/she has not completed at least one semester of study at the University or has no academic record. (2) His/her enrollment status has not been approved. (3) He/she has been expelled from the University. 2. Overseas Chinese students and international students having been issued certificate of studies in Chinese may apply for an English copy by filling out a request form at the Registration Office. 3. The processing fee of reissuance of certificate of studies in Chinese or English is NT\$20 per copy. 4. Application on the applicant's behalf requires a letter of authorization.
補發中文學位證明書	一、到校申請 (一)投幣申請： 1. 利用投幣系統繳費列印申請聯。 2. 將申請聯交註冊組辦理。 (二)現場申請： 1. 至註冊組填寫申請單。 2. 至出納組繳交工本費。 3. 將申請聯交註冊組辦理。 二、線上申請： 1. 至本校「線上成績單及證明書申請系統」填寫申請資料。 2. 完成繳費。 3. 註冊組寄出申請資料。	1. 申請時攜帶身分證繳驗。 2. 每份工本費新台幣一百元。 3. 中文學位證書影本每份五元。(請攜帶學位證書正本辦理) 4. 代申請者，應附申請人委託書。

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	Application procedures	Remarks
Reissuance of Chinese Degree Certificate	1. On-Campus Applications: (1) Coin-operated application: a. Pay for and print the application form using the coin-operated system. b. Submit the application form to the Registration Office for processing (2) On-site Application: a. Go to the Registration Office and fill out the application form. b. Go to the Cashier's Office and pay the processing fee. c. Submit the application copy to the Registration Office for processing. 2. Online Application: a. Visit Yuntech's "Online Transcript and Certificate Request System" and input your request. b. Complete the payment. c. The Registrar's Office will send out the materials being applied for.	1. Applicants shall carry their ID cards when making requests. 2. The processing fee is NT\$100 per copy. 3. A photocopy of Chinese Degree Certificate costs NT\$5. (Applicants shall carry their original Degree Certificates when making request.) 4. Application on the applicant's behalf requires a letter of authorization.

四、本須知經行政會議、校務基金管理委員會通過，陳請校長核定後施行。

4. These Directions shall be implemented upon adoption at the Administrative Meeting and the University Fund Management Committee and ratification by the President.

※本須知中文版與英譯版語意有所差異時，依中文版為主。

In the event of any discrepancy between the Chinese version and the English translation of these Directions, the Chinese version shall prevail.