Regulations for the application of student certificates

August 19, 2006 Ratified by the University president
November 21, 2008 Passed during academic affairs meeting
December 11, 2008 Ratified by the University president

Article 1: Students shall comply with these regulations when applying for certificates.

Article 2: The certificates referred to in these regulations include the following:
   A. Diploma
   B. Attendance certificate
   C. Approved educational leave certificate
   D. Semester transcript
   E. Full transcript
   F. Ranking certificate
   G. Credit certificate
   H. Enrollment certificate

Approved educational leave certificate, semester transcript and credit certificate are available in Chinese only. The remaining items are available in Chinese and English. Students may apply for Chinese and English certificates at the same time.

Article 3: If a student requires a certificate not listed above, such certificate shall be approved and issued by the relevant unit according to the student status and enrollment record of the applicant.

Article 4: Application for student certificates shall be made according to the application procedures announced by the University. Online applications shall comply with announced online application procedures.

Article 5: Applications must be accompanied by the required fees. Required fees are posted on the Web page of the Registration and Curriculum Section.

Article 6: These regulations were drafted by the Registration and Curriculum Section, ratified by the University president and promulgated. Revisions shall be handled in the same manner.