**National Sun Yat-sen University**

**Certificate Application Form**

Application Date:　　YYYY　　MM　　DD

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| --- | --- | --- | --- |
| Name | Chinese Name： | Student ID No. |  |
| English Name：  (Please write your full name exactly as it appears on your passport. This is not required for applications in Chinese or if previously applied.) | | |
| Department/  Institute |  | | |
| Degree Program | □ Bachelor □ Master □ Master In-Service Program □ Ph. D. | | |
| Status | □ Current Student: Year \_\_\_\_\_\_\_\_\_  □ Alumni (Graduated): Year \_\_\_\_\_\_\_\_\_ Month \_\_\_\_\_\_\_\_\_  □ Withdrawn: Year \_\_\_\_\_\_\_\_\_Month \_\_\_\_\_\_\_\_\_ | | |
| Document Types | **Student ID Card**  □ For ID cards issued before Academic Year 2012:  □ Reissuance due to loss  □ Replacement due to damage (please return the damaged card)  Reason for damage: □ Physical damage □ Chip malfunction  □ For iPASS ID cards issued from Academic Year 2013 onward. (refund only applicable if card has stored value exists):  □ Reissuance due to loss  □ Replacement due to damage (please return the damaged card)  Reason for damage: □ Physical damage □ Chip malfunction  □ Loss report only  ※For refunds, please fill out the *iPASS Digital Student ID Refund Application Form* separately. | | |
| **Transcripts**  □ Transcript (Chinese):　　　　　copies  □ Transcript (English):　　　　　copies | | |
| **Other Certificates**  □ Degree Certificate in English:　　　　　copies  □ First-time Application  □ Applied Before  □ Certificate of Enrollment in English:　　　　　copies  □ Certificate of Class Rank upon Graduation (English):　　　　　copies  □ Certificate of Integrated Program:　　　　　copies  (Name of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | |
| Contact Information | (Phone number, mobile number, address, e-mail, etc.  mobile number is required for iPASS student ID card) | Pickup Method | □ Pick up in person  □ By mail (Please attach a self-addressed stamped envelope) |
| Applicant’s Signature | (If the applicant is not the person concerned, a Letter of Authorization must be attached.) | Signature of Authorized Officer | (For Office Use Only) |
| Remarks | 1. Processing time: 5 working days for student ID card.  2. If sealed transcripts are required, please enclose an envelope addressed to the recipient institution and indicate the number of copies. Once opened, resealing will not be provided.  3. Fees: Student ID card: NT$200 (NT$100 for students enrolled before Academic Year 2012)  Transcript / Other certificates: NT$10 per copy | | |
| **Degree Verification (for issuing English degree certificates)** | | | |
| The applicant graduated in Year　　　　 Month　　 from the Department/Institute of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  and was awarded the □ Bachelor □ Master □ Ph.D. degree.  □ Minor in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Double Major in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized Officer of the Registration Division: Director of the Registration Division:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

Last updated: April 2025