

National Sun Yat-sen University Certificate Application Form

Application Date: YYYY MM DD

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	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Master In-Service Program <input type="checkbox"/> Ph. D.		
Status	<input type="checkbox"/> Current Student: Year _____ <input type="checkbox"/> Alumni (Graduated): Year _____ Month _____ <input type="checkbox"/> Withdrawn: Year _____ Month _____		
Document Types	Student ID Card <input type="checkbox"/> For ID cards issued before Academic Year 2012: <input type="checkbox"/> Reissuance due to loss <input type="checkbox"/> Replacement due to damage (please return the damaged card) Reason for damage: <input type="checkbox"/> Physical damage <input type="checkbox"/> Chip malfunction <input type="checkbox"/> For iPASS ID cards issued from Academic Year 2013 onward. (refund only applicable if card has stored value exists): <input type="checkbox"/> Reissuance due to loss <input type="checkbox"/> Replacement due to damage (please return the damaged card) Reason for damage: <input type="checkbox"/> Physical damage <input type="checkbox"/> Chip malfunction <input type="checkbox"/> Loss report only ※For refunds, please fill out the <i>iPASS Digital Student ID Refund Application Form</i> separately.		
	Transcripts <input type="checkbox"/> Transcript (Chinese): copies <input type="checkbox"/> Transcript (English): copies		
	Other Certificates <input type="checkbox"/> Degree Certificate in English: copies <input type="checkbox"/> First-time Application <input type="checkbox"/> Applied Before <input type="checkbox"/> Certificate of Enrollment in English: copies <input type="checkbox"/> Certificate of Class Rank upon Graduation (English): copies <input type="checkbox"/> 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	<input type="checkbox"/> Pick up in person <input type="checkbox"/> 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 <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Ph.D. degree. <input type="checkbox"/> Minor in: _____ <input type="checkbox"/> Double Major in: _____ Authorized Officer of the Registration Division: _____ Director of the Registration Division: _____			