

Hungkuang University Document Application Form

★ Basic information

▲ Please note: application processing time excludes the day of submission!

Chinese name		Date of application	(yyyy) (mm) (dd)
English name	(Required for application of English IDs. Please provide the name on your passport and write in print letters)	Student ID	
Department (program) and class		Date of birth	(yyyy) (mm) (dd)
National ID		Phone	
Address		Time of graduation	(yyyy) (mm)
Email		<input type="checkbox"/> Request military service reduction.	

✂ **Reminder: 1. For applications with a 1-day processing time, please confirm through phone in advance to make sure your document is ready for collection.**

2. In principle, the document should only be collected by the person indicated on it. To have the document sent to you by mail, please provide a self-addressed envelope with a registered mail stamp; please note that we will not be liable for lost mail.

Item	No. of copy	Price per copy	Total	Processing time	Notes
Semester transcript <input type="checkbox"/> with class ranking (the ___ semester of the ___ academic year)		NT\$5		Immediate	For current students only
Full transcript in Chinese		NT\$10		Immediate	
Certificate of class ranking		NT\$20		2 days for those enrolled before the 1998 academic year	
				1 day for those enrolled before the 1998 academic year	
Certificate of suspension in Chinese (<u>maximum one application per person</u>)		NT\$20		1 day	
Certificate of completion in Chinese (<u>maximum one application per person</u>)		NT\$20		1 day	
Certificate of internship in Chinese		NT\$30		3 days	<input type="checkbox"/> national exam <input type="checkbox"/> not national exam
Degree (graduation) certificate in Chinese		NT\$200		3 days for those enrolled before the 1998 academic year	1. Please complete the Degree (Graduation) Certificate Reissuance Application Form and provide copies of the front and back of your national ID card (an additional 2-inch passport photo is required for students enrolled in a junior program before the 1998 academic year). 2. Please bring your invoice or ID to collect your reissued graduation certificate. If you are collecting the certificate for someone else, please provide a power of attorney and both your and the applicant's ID and personal stamp . 3. If you have changed your name, please complete the Student Information Change Request Form.
				1 day for those enrolled after the 1998 academic year	
Student ID		NT\$200		/	You will receive an SMS when your student ID is ready. Please bring the invoice or your ID to collect your student ID.
Full transcript in English		NT\$20		3 days for those enrolled before the 1998 academic year	Please provide a copy of your passport .
				1 day for those enrolled	

				after the 1998 academic year	
Certificate of student status in English		NT\$15		1 day	1. Please provide a 2-inch passport photo. 2. Please provide a copy of your passport .
Degree certificate in English		NT\$30		3 days for those enrolled before the 1998 academic year	
				1 day for those enrolled after the 1998 academic year	
Other ID/documents in English		NT\$30		3 days	
Certificate of suspension in English		NT\$20		1 day	
Certificate of completion in English		NT\$30		3 days for those enrolled before the 1998 academic year	
				1 day for those enrolled after the 1998 academic year	
Certificate of internship in English		NT\$30		3 days	Please provide a copy of your passport .
Requesting a stamp on document copies (please bring the original document for verification)		NT\$5 (printing excluded)		1 day	No stamping for transcript copies.
		NT\$10 (printing included)			
Certificate of student status in Chinese		Free		1 day	1. Student ID is a proof of student status as per the Ministry of Education. 2. You may apply for a certificate of student status in Chinese if you cannot visit the campus in person to get the registration stamp on your student ID for justifiable reasons (e.g., during internship).
Certificate of establishment in Chinese or English		NT\$30		1–3 days	1. Certificate of establishment in Chinese and English ※ Please provide your ID. 2. Certificate of change in the university name, system, or program 3. Certificate of enrollment ※ Please provide both of the following: (1) a copy of your passport (2) a 2-inch passport photo (without a hat; one photo per copy requested)

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Form updated on: September 8, 2021

Preservation period: as determined by the application processing time