** OCU Certificate Copy Application Form**

**□ The request of urgent completion of certificate will be charged double fee.** Application Date:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student number |  | Class |  | Phone number |  | Mobile number |  |
| Chinese name |  | ID number |  | Date of birth |  | Place of birth |  |
| English name | (for English certificate applicant) | Enrollment date |  year month | Graduation date |  yearmonth |
| Application items | Completion time | Charge | Number  | Other |
| * Semester transcript（□first semester □second semester）

**【the transcript for first and second semester will be issued and charged separately】** | immediately | NT$10 |  |  |
| * All school year transcript
 | immediately | NT$10 |  |  |
| * Semester transcript with ranking（school year semester）

**【class ranking and program ranking will be issued and charged separately】** | Two days | NT$10 |  | □class ranking□program ranking |
| * All school year transcript with ranking

**【class ranking and program ranking will be issued and charged separately】** | Two days | NT$10 |  | □class ranking□program ranking |
| * On-time graduation certificate
 | Two days | NT$10 |  |  |
| * Late graduation certificate
 | Two days | NT$10 |  |  |
| * Re-issue student ID card
 | Three days | NT$150 |  |  |
| * Re-issue graduation certificate
 | Three days | NT$100 |  |  |
| * Diploma copy **【needs to attach graduation diploma】**
 | One day | NT$10 |  |  |
| * Suspension certificate
 | Two days | The first application is NT$50, and from the second one, the application will be NT$10 each. |  |  |
| * Transfer (study completion) certificate
 | Two days |  |  |
| * English certificate of enrollment
 | Five days | The first application is NT$50, and from the second one, the application will be NT$10 each. |  |  |
|  |
| * English all school year (graduation) transcript
 | Five days |  |  |
| * English graduation certificate
 | Five days |  |  |
| * English study completion certificate
 | Five days |  |  |
| * English suspension certificate
 | Five days |  |  |
| * Chinese and English registration certificate
 | Five days |  |  |
| **◎total :**  |

|  |  |
| --- | --- |
| **Note** | 1. If applying for English certificate, the English name on the application form should be compatible with that in passport. English certificate application will need 5 days for completion.

**※If applying for English graduation certificate and English transcript sealed in envelope, applicant needs to prepare envelope （NT$4 for each envelope）**1. Suspension and transfer/ study completion certificate application will need 4 days for completion.
2. Losing graduation diploma and applying for one, applicant needs to prepare:（1）household registration certificate (2)identification card copy
3. If the copy of student card is stamped with enrollment mark, it will be deemed “having enrolled.”
4. When applying for military period exemption, application should be authorized by Military Training Office and the transcript be attached with the form.
5. The application for certificate can be completed via mail. Applicant can download the application form on OCU enrollment and academic affair office website, and fill in the form, attaching with designated charge and envelope with stamps, mail back to OCU enrollment and academic affair office.  **※If the application fee is NT$30 below, it can be substituted by mail fee .**
6. Enrollment and Course affair administrative office: 04-27016855＃1202-1204
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**◎ receipt number：**