

Chaoyang University of Technology

Application forms for alumni

Division : Regular Day Division Division of Continuing Education

Education System : Four-year college program Two-year college program Graduate School

Date : _____ (Month/Day/Year)

Name	Chinese :		Student ID		
	English : (Family name)		Department		
	(Name) _____ (the same as passport. On acquired for English documents)		Date of Graduation	(Month/Day/Year)	
ID number		Contact telephone number		Mobile phone number	
Date of Birth	(Month/Day/Year)	E-Mail			
Items of applications (Please check)			Issuing fee for each copy	Copies	Note
<input type="checkbox"/>	1. Transcript		10 NTD		<input type="checkbox"/> For counteraction of Military Service (Please check)
<input type="checkbox"/>	2. Performance ranking : <input type="checkbox"/> Ranking in class _____ copies <input type="checkbox"/> Ranking in department _____ copies		10 NTD		
<input type="checkbox"/>	3. English transcript		20 NTD		It is required to enclose with the copy of passport
<input type="checkbox"/>	4. Chinese transcript (re-issued)		100 NTD	Only 1 cop issued	It is required to enclose with the copy of ID card. 2 free copies
<input type="checkbox"/>	5. Copy of English graduation certificate with seal (10 NTD each)		100 NTD	Only 1 copy issued	It is required to enclose with the copies of ID card and passport. 2 free copies with seals
<input type="checkbox"/>	6. Copy of Chinese certificate with seal		10 NTD		With self-prepared copies
<input type="checkbox"/>	7. Sealed envelopes : <input type="checkbox"/> Copy of English certificate & English transcript <input type="checkbox"/> Copy of English certificate <input type="checkbox"/> English transcript		10 NTD		2 free sealed envelopes (Please self-prepare the sealed information or apply for the information). The extra fees will be charged from the 3 rd sealed envelopes.
<input type="checkbox"/>	8. Rename for Chinese graduation certificate, new name :		—	—	It is required to enclose with 1 copy of Household registration transcript and with original graduation certificate.
<input type="checkbox"/>	9. Enrollment certificate(re-issued)		20 NTD	Only 1 copy issued	It is required to finish complete the Drop-out procedures.
<input type="checkbox"/>	10. Suspension certificate (re-issued)		20 NTD	Only 1 copy issued	It is required to finish complete the Suspension procedures.
Issuing fees enclosed (<input type="checkbox"/> Bank draft <input type="checkbox"/> Cash)		NTD	Return postage (<input type="checkbox"/> Bank draft <input type="checkbox"/> Cash)		NTD
<input type="checkbox"/> By mail <input type="checkbox"/> Self-receiving, Signature for receiving :			Date : _____ (Month/Day/Year)		
1. Payment		2. Registrar section/Continuing education sector Transactor Chinese/ English Certificate number :			

Copy of ID card(front side) Stick here (Only for certificate application)
Copy of passport Stick here (Only for English certificate application)

1. The documents can be processed immediately, except Chinese and English graduation certificate that take three working days. Graduation certificate in principle can be applied for only once. If the certificate is lost, it is required to post the information in the newspaper first and then applied with the relevant information in the newspaper.
2. For postal application, it is not required to enclose with envelopes and is required postages only. Mailing address : Section or Continuing Education Section; No. 168, Jifeng E. Rd., Wufeng Dist., Taichung City, Taiwan 41349, R.O.C. Registrar. Please notify “Student of the Regular Day Division” or “Student of Continuing Education Division”.
3. Please purchase the Bank draft in Post Office (Head title “Chaoyang University of Technology”) for payment or pay in cash.
4. The return postage for various certificates list as the followings : (including fees of envelopes)

Item	1 ~ 4 copies	5~ 13 copies	14 copies~
Express delivery (only for applications of transcripts)	30 NTD	50 NTD	65 NTD
Registered Mail	45 NTD	60 NTD	(Will be sent in small bags or convenience bags)

◎ Please fill out the name and the address of the recipient for document delivery. : (It is not required for those who receive documents in person.)

Recipient : _____ TO:

Address : □□□-□□

For the alumni that will go abroad only. Please fill in the following page.

Student abroad information table, Chaoyang University of Technology

Date of completion	Name (Chinese/English)	Student Number	Department/Institute	Graduation/School-leaving year

The country of study abroad	The name of the school (Chinese/English)	Expecting study duration From Year/Month to Year/Month	Costs of study are supported at own expense, public expense or school stipends

Telephone number (Home/Mobile phone)	E-Mail

※For those who will study abroad, please fill in this table for statistics. (It is not required to fill in the light-blue part for other purposes) . Thank you for your cooperation.