

真理大學各類證明書申請表

申請日期： 年 月 日
Date of Application: yyyy/mm/dd

Aletheia University - Application Form for Various Certificates

學生基本資料 Student Basic Information							
學制 Academic System		☐ 三專 3-Year Junior College ☐ 五專 5-Year Junior College ☐ 二專 2-Year Junior College ☐ 學士 Bachelor's Degree ☐ 碩士 Master's Degree					
系班別 Department/Class		學系(科) Department		年級 Year		學號 Student ID	
姓名 Name						身分證字號 ID Number	
聯絡電話 Contact Phone						出生年月日 西元 年 月 日 Date of Birth yyyy/mm/dd	
申請證明書種類及份數 Type and Quantity of Certificates Requested							
序號 No.	證明書類別 Certificate Type	每份工本費 Fee per Copy (NT\$)	申請份數 Quantity Requested	序號 No.	證明書類別 Certificate Type	每份工本費 Fee per Copy (NT\$)	申請份數 Quantity Requested
1	中英文畢業證明書(限乙份) ※ 適104學年之後畢業者 Chinese/English Graduation Certificate (Limited to one copy) ※For graduates from Academic Year 2015 onwards	100	填 附註五 See Note 5	10	中文畢業證明書(限乙份) ※適104學年以前畢業者 Chinese Graduation Certificate (Limited to one copy) ※For graduates prior to Academic Year 2015	100	填 附註五 See Note 5
2	中文畢業(歷年)成績單 Chinese Transcript (Cumulative)	20		11	英文畢業證明書(限乙份) ※適104學年以前畢業者 English Graduation Certificate (Limited to one copy) ※For graduates prior to Academic Year 2015	100	填 附註五 See Note 5
3	中文在校成績單 _____學年_____學期 Chinese Transcript (Current Semester) _____Academic Year _____ Semester	20		12	英文畢業(歷年)成績單 English Transcript (Cumulative)	30	
4	中文肄業(修業)證明書(含成績單) (限乙份) Chinese Certificate of Program Completion/Incompletion (with Transcript) (Limited to one copy)	70	填 附註五 See Note 5	13	英文在校成績單 English Transcript (Current Semester)	30	
5	學業成績排名名次 Academic Performance Ranking	10		14	英文肄業證明書 English Certificate of Program Incompletion	50	
6	中文在學證明 Chinese Enrollment Certificate	20		15	英文在學證明 English Enrollment Certificate	30	
7	畢(肄)業證明影本用印 ※持正本辦理 Seal Endorsement on Diploma/Certificate of Program Completion/Incompletion Photocopy ※Requires original for processing	20		16	學生證製換相片 Student ID Card Reissue/Photo Change	50	
8	學生悠遊卡補(換)發 Student EasyCard Replacement/Reissue	200		17	彌封 Sealed Envelope	10	

9	電子畢業(歷年)成績單 (檢附切結書) Electronic Transcript (Cumulative) (Requires affidavit)	200	1 st E-mail:
			2 nd E-mail:
		20	加 E-mails: More E-mails: (An additional NT\$20 for each additional E-mail)
如已匯款，請填寫匯出帳號後5碼：_____，以利核帳。 If remittance has been made, please provide the last 5 digits of your remittance account number for verification.			合計： Total Amount Due:
收件地址\$60 Mailing Address (Add NT\$60)		※ 郵寄必填	

真理大學 教務行政組，基於學生（含畢、結業生）資料管理，將依個人資料保護法蒐集、處理及利用您的個人資料。蒐集之個人資料範圍，依照申請證明類別不同，如姓名、身分證字號、連絡電話、照片、身分證正反面影印本等等。

本單位蒐集之個人資料依法令規定，於本校校區內且僅供本單位業務承辦人員處理及利用，除此之外，本單位不會將您所提供的個人資料提供給他人。

您依法得行使當事人權利，包含查詢或請求閱覽、製給複製本、補充或更正、刪除、停止蒐集、處理或利用個人資料等權利，並前往本校官網下載或出納組取得申請表單且繳費後向教務行政組提出申請。為保障您的權利，您可以選擇是否提供個人資料，若選擇不提供個人資料或提供不完全時，本單位可能無法提供您完善的服務。

Important Information Regarding Personal Data Protection

Aletheia University's Academic Affairs Section (AAS), for the purpose of managing student data (including graduates and those who completed programs), will collect, process, and utilize your personal data in accordance with the Personal Data Protection Act. The scope of personal data collected, depending on the type of certificate requested, may include your name, ID number, contact phone, photo, photocopy of front and back of ID card, etc.

The personal data collected by this AAS will be processed and utilized by authorized personnel within the university campus, in accordance with legal regulations. Aside from this, this unit will not provide your personal data to others.

You have the right to exercise your personal data rights, including inquiry or request for access, request for a copy, request for supplementation or correction, request for deletion, request to stop collection, processing, or utilization of personal data. You may download the application form from the university's official website or obtain it from the Cashier's Office, then submit the application to the AAS after payment. To protect your rights, you may choose whether or not to provide personal data. However, if you choose not to provide personal data or provide incomplete data, this AAS may not be able to provide you with complete services.

☐ 我已了解、接受上述告知內容，並同意提供個人資料。 當事人簽名 _____ 年 月 日

☐ I have understood and accepted the above information and agree to provide my personal data.

Applicant's Signature: _____ **Date:** _____ (Year) _____ (Month) _____ (Day)

附註：

- 一、表列各欄資料，申請人務必詳實、正確填寫，如有錯誤自行負責。
- 二、申請各類英文證明書請檢附護照影本乙份，英文姓名務必與護照相符，若有錯誤更改手續繁複，申請人務必慎重填寫。
- 三、英文畢業證明書限申請乙份。
- 四、電子成績單以校方公務信箱電子信箱，可寄送2個 E-mail Address，每增加1個 Address 再加收 NT\$20；電子成績單不適用於兵役折抵使用。
- 五、申請中文畢業證書遺失證明書者，應檢附身分證影本乙份，先至教務行政組填寫證書補發申請表(或逕行至教務行政組網頁下載)後再行繳交工本費。
- 六、申請各類證書影本者，繳費後請持證書正本暨本表至教務行政組影印後，逕至文書組核驗蓋印。
- 七、申請悠遊卡學生證遺失補發或毀損換發者，請先至本校行政大樓1樓繳費機繳交工本費，攜帶收據至教務行政組填寫申請書辦理。
- 八、中文在校成績單以一學期為一單元計費，申請人請填明欲申請之學期。

Notes:

1. Applicants must fill in all fields on the form clearly and accurately in block letters. The applicant will be responsible for any errors.
2. For all types of English certificates, please attach a photocopy of your passport. Ensure that your English name matches your passport exactly. Corrections due to discrepancies can be complicated, so please fill in carefully.
3. Only one copy of the English Diploma (Graduation Certificate) can be applied for.
4. Electronic transcripts will be sent from the university's official email address. They can be sent to 2 email addresses. An additional NT\$20 will be charged for each additional email address. Electronic transcripts are not applicable for military service credit.
5. Applicants requesting a certificate of loss for a Chinese diploma (graduation certificate) must submit a photocopy of their ID card and first complete the certificate reissuance application form at the AAS (or download it from the AAS website) before paying the processing fee.
6. For applicants requesting photocopy endorsement for various certificates, please pay the fee, then bring the original certificate and this form to the AAS for photocopying, and then proceed to the Documentation Division for verification and seal endorsement.
7. For students requesting a replacement for a lost or damaged EasyCard student ID, please first pay the processing fee at the payment machine on the 1st floor of the Administrative Building, then bring the receipt to the AAS to complete the application form.
8. Chinese transcripts for the current semester are charged per semester. Applicants should clearly specify the academic year and semester for which they are applying.

出納組簽章 Cashier's Office Signature/Stamp: _____