

國立成功大學自動繳費機整合系統 註冊組申請證件服務項目

NCKU Automated Document Application Payment Machine -- Registrar Division Document Services

●可以在自動繳費機申請並立即取件
Immediate pickup.

★先在自動繳費機申請，再持收據至註冊組領取
Please bring the receipt to Registrar Division Counter.

▲須洽註冊組
Please contact the Registrar Division first.

項次 Item	表件名稱 Form	金額 Fee	光復校區 Kuang-Fu Campus		勝利校區 Sheng-Li Campus			成功校區 Cheng-Kung Campus	敬業校區 Ching-Yeh Campus
			註冊組 Registrar Division	光復二舍 Kuang-Fu Dorm II	體育新館 The new stadium	芸青軒 Yun Qingxuan	勝利一舍 Sheng-Li Dorm I	總圖書館 Main Library	敬業三舍 Ching-Yeh Dorm III
1	中文成績單 Chinese Transcript	20	●	●	●	●	--	●	●
2	英文成績單 English Transcript	20	●	●	●	●	--	●	●
3	英文學位證明書 English Degree Certificate 限畢業生，請持收據至 2 號櫃檯領取 (only for graduates, bring the receipt to counter No.2)	20	★	★	★	★	--	★	★
4	英文修業證明 English Certificate of Study 限退學生，請持收據至 2 號櫃檯領取 (only for dropouts, bring the receipt to counter No.2)	20	★	★	★	★	--	★	★
5	英文畢業證書 English Diploma 限畢業生，限申請 1 份，請持收據至 2 號櫃檯領取 (only for graduates, one copy only, bring the receipt to counter No.2)	100	★	★	★	★	--	★	★
6	補換發學生證 Student ID Card Renewal 請持收據至本組服務櫃檯領取 (bring the receipt to service counter)	200	★	★	★	★	--	★	★
7	中文畢業證書申請補發 Application for Reissuance of Chinese Diploma 請檢附申請表至本組 2 號櫃檯辦理，僅限申請 1 份 (inform counter No.2, one copy only)	100	▲	▲	▲	▲	--	▲	▲
8	補發英文畢業證書 Application for Reissuance of English Diploma 請檢附申請表至本組 2 號櫃檯辦理，僅限申請 1 份 (inform counter No.2, one copy only)	100	▲	▲	▲	▲	--	▲	▲
9	中英文在學證明 Enrollment Certificate	20	●	--	●	--	--	--	--
10	中英文名次證明 Certificate of Class Rank 限學士班，應屆畢業生畢業名次需 10 月份以後才可申請 (Only for Bachelor, Ranking of Graduation only available after Oct.)	20	●	--	●	--	--	--	--
11	數位中文畢業證書補發 Application for Reissuance of Digital Chinese Diploma 僅限申請 1 份 (one copy only)	100	▲	▲	▲	▲	--	▲	▲
			mail 寄送 Sending via Email	mail 寄送 Sending via Email	mail 寄送 Sending via Email	mail 寄送 Sending via Email	--	mail 寄送 Sending via Email	mail 寄送 Sending via Email
12	數位英文畢業證書 Digital English Diploma 限畢業生，僅限申請 1 份 (only for graduates)	100	▲	▲	▲	▲	--	▲	▲
			mail 寄送 Sending via Email	mail 寄送 Sending via Email	mail 寄送 Sending via Email	mail 寄送 Sending via Email	--	mail 寄送 Sending via Email	mail 寄送 Sending via Email
13	制式教務證明文件 Academic Certificate 請先洽本組 2 號櫃檯 (inform counter No.2 first)	20	▲	■	■	■	■	■	■
14	特殊教務證明文件 Special Academic Certificate 請先洽本組 2 號櫃檯 (inform counter No.2 first)	50	▲	■	■	■	■	■	■
15	中/英文學位證書影本用印 Verification stamp on the copy of Chinese/English Diploma 須提供證書正本 (Original diploma is needed.)	10	★	■	■	■	■	■	■
16	彌封信封 (申請國外學校用) Sealed Envelope (Use of Application for schools abroad) 無提供空白信封，請洽 2 號櫃檯 (No blank envelopes provided, inform counter No.2)	5	★	■	■	■	■	■	■