

# National Chi Nan University Regulations for Student Requests for Enrollment and Academic Transcript Documents

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- Article 1 All student requests for enrollment and academic transcript documents at the University shall be handled in accordance with these Regulations.
- Article 2 The term “enrollment and academic transcript documents” as used in these Regulations refers to:
1. Certificate of Enrollment: Issued to students who have registered and are actively enrolled in the current semester.
  2. Transcript: Includes both semester transcripts and complete academic transcripts.
  3. Certificate of Suspension of Studies: Proof of student status during the period of academic suspension.
  4. Diploma: Issued upon graduation. The issuance dates are January for the first semester and June for the second semester.
  5. Certificate of Completion: Issued to students who have withdrawn from the University but meet the requirements stipulated in the University Academic Regulations. It is issued together with a complete academic transcript.
  6. Certificate of Degree Conferral: Issued in cases where the original diploma has been lost.
  7. English Certificate of Enrollment: Issued to students who have registered and are actively enrolled in the current semester.
  8. English Transcript: Only complete academic transcripts are issued.
  9. English Certificate of Suspension of Studies: Proof of student status during the period of academic suspension.
  10. English Diploma: For current graduating students, this is issued collectively based on a pre-graduation survey. For alumni who have already graduated, it must be applied for individually. Lost certificates will not be reissued.
  11. English Certificate of Completion: Issued to students who have withdrawn from the University but meet the requirements set forth in the University Academic Regulations. It is issued together with a complete academic transcript.
  12. English Certificate of Degree Conferral: Issued after graduation or when the original English diploma has been lost.
  13. Certificate of Extended Study: Issued to undergraduate students who have extended their period of study.
- Article 3 Students who, due to special circumstances, need to request documents other than those listed in the preceding article must submit a separate special application.
- Article 4 The signing and use of official seals for the documents specified in the preceding article shall be governed by the following provisions:

Document Name	Signature	Official Seal Used
Certificate of Enrollment		Photocopy of Student ID (front and back) stamped by the Registration Section
Transcript		Registration Section Seal
Certificate of Suspension of Studies	Dean of Academic Affairs	Office of Academic Affairs Embossed Seal
Diploma	University President	University Seal, University Embossed Seal <b>(Photocopy stamped with “Certified True Copy” seal)</b>
Certificate of Completion	University President	University Seal, Office of Academic Affairs Embossed Seal
Certificate of Degree Conferral	University President	University Seal, University Embossed Seal
English Certificate of Enrollment	Dean of Academic Affairs	Office of Academic Affairs Embossed Seal
English Transcript	Dean of Academic Affairs, Chief of the Registration Section	Office of Academic Affairs Embossed Seal
English Certificate of Suspension of Studies	Dean of Academic Affairs	Office of Academic Affairs Embossed Seal
English Diploma	University President	University Embossed Seal <b>(Photocopy stamped with “Certified True Copy” seal)</b>

English Certificate of Completion	Dean of Academic Affairs	Office of Academic Affairs Embossed Seal
English Certificate of Degree Conferral	University President	University Embossed Seal
<b>Certificate of Extended Study</b>		<b><u>Registration Section Stamp</u></b>

Documents that do not conform to the signature and seal requirements specified in the preceding paragraph shall be deemed invalid.

Article 5 Students requesting any of the documents listed in Article 2 must complete the application procedures. The documents will be issued only after verification and confirmation of accuracy.

Article 6 The fees, issuance limits, and processing timelines for the various documents listed in Article 2 are as follows:

Document Name	Fees	Issuance limits	processing timelines
Certificate of Enrollment	Free	Unlimited	Issued on the spot
Transcript	NT\$10 per copy	Unlimited	Issued on the spot
Certificate of Suspension of Studies	Free	One copy	Within three days after approval
Diploma	Free	One copy	Within fifteen days after graduation eligibility is confirmed

Certificate of Completion	Free, Reissue: NT\$20	One copy	Within three days after approval
Certificate of Degree Conferral	NT\$200	One copy	Within seven days after approval
English Certificate of Enrollment	NT\$20 per copy	Unlimited	Three days
English Transcript	NT\$20 per copy	Unlimited	One day
English Certificate of Suspension of Studies	NT\$20	One copy	Three days
English Diploma	First-time application: Free Replacement: NT\$100	One copy	Within seven days after approval
English Certificate of Completion	NT\$20	One copy	Three days
English Certificate of Degree Conferral	NT\$20 per copy	Unlimited	Three days
<b>Certification of Consistency for Chinese and English Diploma Copies</b>	<b>NT\$10 per copy</b>	<b>Unlimited</b>	<b>Issued on the spot</b>
<b>Certificate of Extended Study</b>	<b>NT\$20 per copy</b>	<b>Unlimited</b>	<b>Three days</b>

The processing timelines mentioned in the preceding paragraph are calculated in working days. If documents cannot be issued within the listed timelines due to machine malfunctions or other factors, the responsible staff member shall notify the applicant of the revised schedule based on actual processing needs. In cases where an English diploma is being reissued due to discrepancies between the English name and the passport, the applicant must also present their passport for verification.

Article 7 For enrollment and academic transcript documents requested online, in addition to the fees specified in the preceding article, the applicant shall bear the cost of postage and sealing. An additional administrative processing fee of NT\$70 will be charged per application.

Article 8 These Regulations shall be implemented upon approval by the Administrative Meeting.