

【成績及證明文件申請】Q&A

【Transcript and Certificate Application】Q&A

Q：如何申請中文/英文成績單、推甄排名、英文學位證明書、英文畢業名次等證明文件？

Q：How do I apply for Chinese/English transcripts, ranking for recommendation, English degree certificate, or English graduation ranking certificate?

申請方式如下：

Application methods are as follows:

1. 臨櫃辦理：

申請地點：行政大樓 6 樓教務處註冊組，現場申請並領取。

申請費用：每份 10 元，以現金支付。

製作時間：可現場即時取件。

In-person application:

Location: Registration Division, 6th Floor, Administration Building

Fee: NT\$10 per copy, payable in cash

Processing time: Immediate collection upon application

2. 線上申請：使用「[線上申請成績單及各類證明文件](https://oaa.nsysu.edu.tw/p/406-1003-194853,r702.php?Lang=zh-tw)」系統申辦。網址：

<https://oaa.nsysu.edu.tw/p/406-1003-194853,r702.php?Lang=zh-tw>

Online application:

Use the “Online Application System for Transcripts and Various Certificates”:

<https://oaa.nsysu.edu.tw/p/406-1003-194853,r702.php?Lang=zh-tw>

3. 通訊申請：

至教務處英文網站，下載並填寫「各類證明文件申請表」。檢附下列資料：

➤ 申請費用：每份 10 元，以現金支付。

➤ 回郵信封：請附上 A4 信封並貼足至少 44 元郵資，信封上請寫明收件人姓名、郵遞區號與地址。若申請多份文件，請按實際重量貼足郵資。

➤ 郵寄至：804 高雄市鼓山區蓮海路七十號中山大學教務處註冊組。

Postal application:

Download and complete the “Certificate Application Form” Attach the following documents:

Fee: NT\$10 per copy, payable in cash

Return envelope: Please attach an A4-sized envelope with at least NT\$44 postage affixed, and clearly write the recipient's name, postal code, and address. If applying for multiple documents, please affix sufficient postage based on actual weight.

Mailing address: Registration Division, Office of Academic Affairs, National Sun Yat-sen University, No. 70 Lienhai Rd., Gushan Dist., Kaohsiung 804, Taiwan

4. 注意事項：

- 修改英文姓名者請附護照影本。
- 應屆畢生申請「英文畢業名次」，須於畢業學年度結束且正式成績排名確認後（約 10 月份），方可開立。
- 「推甄排名」（用於碩士班甄試）限修滿 7 學期者申請（大四生須於第一學期開學後第三週起始可申請）。

Notes:

If you have changed your English name, please attach a copy of your passport.

Fresh graduates applying for the “English graduation ranking certificate” can do so only after the end of the graduation academic year and confirmation of final ranking (around October).

The “ranking for recommendation” (for Master's program recommendation) is available only for students who have completed 7 semesters. For fourth-year students, applications start from the third week of the first semester.

Q：申請上述文件須由本人親自辦理嗎？

Q：Do I have to apply for these documents in person?

無需親自辦理。若委託他人代辦，請檢附委託書。委託書格式可於教務處英文網頁下載。

No. If you entrust someone else to apply on your behalf, a letter of authorization must be provided. (The letter of authorization is available at: Office of Academic Affairs > Forms > Students.)

Q：如何申請在學證明？（限已完成註冊之在校學生）

Q : How do I apply for an Enrollment Certificate? (For registered students only)

1. 中文在學證明：

- 臨櫃辦理：影印學生證正反面影本（黑白、原尺寸）並攜帶正本至註冊組，經查核完成註冊後即加蓋註冊章。
- 線上版：於[網路註冊系統](#)完成「個人基本資料確認」並繳交學費後，即可產生電子版。

Chinese version:

- In-person: Provide a copy of the front and back of your student ID (black and white, original size) and present the original. After registration is verified, the certificate will be stamped and issued.
- Online: After confirming your personal information in the registration system and paying tuition, a digital version will be generated.

2. 中英文在學證明：

- 臨櫃辦理：至行政大樓 6 樓教務處註冊組申請，每份 10 元，以現金支付，現場取件。
- 線上版：於[網路註冊系統](#)完成「個人基本資料確認」並繳交學雜費後，即可產生電子版。
- 線上申請：使用「[線上申請成績單及各類證明文件](#)」系統申辦。網址：
<https://oaa.nsysu.edu.tw/p/406-1003-194853,r702.php?Lang=zh-tw>

Chinese-English version:

- In-person: Apply at the Registration Division, 6th Floor, Administration Building. NT\$10 per copy, payable in cash. Issued on site.
- Online: After confirming your personal information in the registration system and paying tuition and fees, a digital version will be generated.
- Online application system: <https://oaa.nsysu.edu.tw/p/406-1003-194853,r702.php?Lang=zh-tw>

Q：寒暑假期間可申請在學證明嗎？

Q：Can I apply for an Enrollment Certificate during winter/summer breaks?

可以，惟須完成該學期網路註冊及學費繳交後方可開立。

Yes, but only after completing the online registration and paying tuition for the current semester.

Q：如何申請中文學位證書更名或遺失補發？

Q：How do I apply for a reissue or name change of the Chinese degree certificate?

1. 申請方式如下：

➤ 臨櫃辦理：

申請地點：教務處註冊組。

申請費用：每份 100 元，以現金支付。

領件方式：約一週，可親自領取或郵寄（請檢附 44 元郵資及信封由掛號寄送）。

In-person:

Location: Registration Division

Fee: NT\$100 per copy, payable in cash

Processing: About 1 week. Can be picked up in person or mailed (please provide a return envelope with NT\$44 postage for registered mail)

2. 線上申請：使用「[線上申請成績單及各類證明文件](https://oaa.nsysu.edu.tw/p/406-1003-194853,r702.php?Lang=zh-tw)」系統申辦。網址：
<https://oaa.nsysu.edu.tw/p/406-1003-194853,r702.php?Lang=zh-tw>

Online application system: <https://oaa.nsysu.edu.tw/p/406-1003-194853,r702.php?Lang=zh-tw>

3. 通訊申請：至教務處英文網頁下載並填寫「畢業生補發學位證明申請書」，檢附以下資料：

➤ 工本費 100 元，以現金支付。

➤ 回郵信封：附上 A4 信封，貼足 44 元郵資，並填妥收件人姓名、郵遞區號及地址。

➤ 將申請表、工本費、回郵信封與相關資料寄送至「804 高雄市鼓山區蓮海路 70 號，中山大學教務處註冊組」，本組製妥後將儘速寄回。

Postal application:

Download and fill in the “Application for Replacement of Diploma form” from the Office of Academic Affairs English website. Attach:

Fee: NT\$100 in cash

Return envelope: A4-sized envelope with NT\$44 postage, and recipient's full address and name

Send the completed application form, fee, return envelope, and relevant documents to:

Registration Division, Office of Academic Affairs, National Sun Yat-sen University, No. 70 Lienhai Rd., Gushan Dist., Kaohsiung 804, Taiwan. The certificate will be mailed once ready.

4. 注意事項：若因更名需更換證書，請先辦理【學籍資料更改】。如須一併申請補發中文學位證書，請依上述 1、2、3 方式擇一辦理。

Note:

If you are applying for a replacement due to name change, please complete the Student Record Modification process first. Then follow one of the three methods above to apply for the reissued certificate.

Q：如何申請中文學位證書影本加蓋驗證章？

Q：How do I request a stamped copy of my Chinese degree certificate?

1. 臨櫃辦理：持學位證書正本至註冊組，經查驗後於影本加蓋章戳。

In-person: Present the original degree certificate to the Registration Division. Upon verification, a stamp will be affixed to the copy.

2. 通訊辦理：將學位證書正本與貼足郵資之回郵信封寄至「804 高雄市鼓山區蓮海路 70 號，中山大學教務處註冊組」，本組製妥後將儘速寄回。

By mail: Mail the original certificate along with a return envelope with sufficient postage to:

Registration Division, Office of Academic Affairs, National Sun Yat-sen University, No. 70 Lienhai Rd., Gushan Dist., Kaohsiung 804, Taiwan. The stamped copy will be mailed back.

Q：本校是否提供數位畢業證書及數位歷年成績單？

Q：Does the university provide digital degree certificates and digital transcripts?

1. 自 111 學年度第 2 學期起，學生畢業離校後約二個月內，由註冊組寄發中文數位學位證書至學生登記之 email 信箱。惟目前不提供任何補發服務。
2. 目前無數位歷年成績單。

From the 2nd semester of the 2022-23 academic year, digital Chinese degree certificates will be emailed to the student's registered email address approximately two months after graduation.

Currently, digital transcripts are not provided.