

National Taipei University of Nursing and Health Sciences Payment Standards and Application Methods for Academic Documents of Proof

Approved in the Academic Affairs Meeting on June 19, 2013

Approved in the Academic Affairs Meeting on October 26, 2016

Approved in the Academic Affairs Meeting on November 01, 2017

Approved in the Academic Affairs Meeting on October 28, 2020

Article 1 The application for various academic documents of proof by students (including those who have graduated) of National Taipei University of Nursing and Health Sciences (hereafter referred to as the University) is conducted in accordance with the National Taipei University of Nursing and Health Sciences Payment Standards and Application Methods for Academic Documents of Proof (hereafter referred to as the Regulations).

Article 2 A processing fee is charged when an application is made for various academic documents of proof; the payment standards are listed in the following table:

Type of document	Name of academic document	Payment standards (NTD/copy)	Note
Degree-related documents	Re-issued Chinese Graduation Certificate	100	Only applicable when the Graduation Certificate has been lost or when the graduate's name changes
	Chinese Certificate of Attendance	100	
	English Graduation Certificate	40	Only applicable when the English Graduation Certificate has been lost
	English Certificate of Study	40	
	English Certificate of Enrollment	40	
	Copy of Chinese Graduation Certificate with the University's seal	10	Please provide a copy of the certificate
Grade-related documents	Semester transcript	20	
	Transcript of previous years— in Chinese	20	
	Transcript of previous years— in English	40	
	Course summary—in Chinese	80	
	Course summary—in English	80	
	English Certificate of Internship	40	

	Semester grade ranking (class)	20	Enrolled students only
	Semester grade ranking (year)	20	Enrolled students only
	Previous grade ranking (class)	20	
	Previous grade ranking (year)	20	
Enrollment- status-related documents	Reissued student card	200	
Other documents	Envelope (with opening seal)	10	
	Other English documents	100	

Article 3 Visit the website of the Office of Academic Affairs; click on “Registration Division;” and download an application form. Submit the completed form in person or via post.

1. In person application: Pay at the payment machine and retrieve the document. For special requests, please contact the Office of Academic Affairs.
2. Application by post: Mail the completed application form, processing fee (pay via a money order addressed to National Taipei University of Nursing and Health Sciences), photocopies of relevant identification documents (national ID card, noted with department name and student ID number), and an envelope and stamps for return mail (B4 envelope) to the Registration Division, Office of Academic Affairs, National Taipei University of Nursing and Health Sciences, No.365, Mingde Rd., Beitou Dist., Taipei City 112.

Article 4 The regulations were approved during the Academic Affairs Meeting and enforced after approval by the president. The same approval procedure applies to any amendments to the Regulations.