

NATIONAL TAIWAN OCEAN UNIVERSITY
FEE STANDARDS FOR REQUESTING OFFICIAL DOCUMENTS FROM THE
UNIVERSITY

Approved in the Fifth Administrative Meeting in the Second Semester of Academic Year 2009/2010 on July 8, 2010
 Promulgated Pursuant to NTOU Order No. 0990008561 on July 15, 2010
 Approved for amendment in the Second Meeting of the Administrative Meeting in the First Semester of Academic
 Year 2010/11 on September 15, 2011 (Amendment of Article 2 and 3)
 Promulgated Pursuant to NTOU Order No. 1000012381 on September 23, 2011

Article 1

The Fee Standards are enacted for the students of the University to follow specific regulations to request official documents.

Article 2

The official documents and the required fees are presented in the following table:

Type of Official Document	Fee/Per Copy	Note
1. Official Transcript in Chinese	20	
2. Official Transcript in Chinese (with class rank)	20	
3. Official Transcript in Chinese (with class rank for each semester and each academic year and graduation rank)	20	
4. Chinese transcript for a given semester	15	
5. Chinese transcript for a given semester (with class rank)	15	
6. Official Transcript in English (raw score)	20	
7. Official Transcript in English (with raw score and class rank)	20	
8. Official Transcript in English (with raw score and GPA)	20	
9. Official Transcript in English (with raw score, GPA and class rank)	20	
10. Official Transcript in English (letter grade)	20	
11. Official Transcript in English (with letter grade and class rank)	20	
12. Official Transcript in English (with letter grade and GPA)	20	

13. Official Transcript in English (with letter grade, GPA and class rank)	20	
14. Certification of Degree Conferral (English)	50	The issue of Certification of Degree Conferral (English) is limited to once.
15. Certification of Degree Conferral (Chinese)	100	The issue of Certification of Degree Conferral (Chinese) is limited to once.
16. Certificate of Enrollment (English)	15	
17. Duplicate copy of Diploma/Certification of Degree Conferral (Chinese)	15	Students should bring their diploma (Chinese) or original copy of Certification of Degree Conferral (Chinese) for the application.
18. Duplicate copy of Diploma/Certification of Degree Conferral (English)	15	Students should bring their diploma (English) or original copy of Certification of Degree Conferral (English) for the application.
19. Reissue/Renewal of Student ID Cards	<u>200</u>	
20. Certificate of Attendance in Chinese (with Transcript of Academic Record)	50	Students should complete the

		procedures to withdraw from the University before the application.
21. Certificate of Suspension of Studies in Chinese	15	Students should complete the procedures to suspend their studies before the application.
22. Duplicate copy of Certificate of Attendance in Chinese	15	Students should bring the original copy of the certificate for the application.
23. Duplicate copy of Certificate of Suspension of Studies in Chinese	15	Students should bring the original copy of the certificate for the application.
<u>24. Reissue of English Diploma</u>	<u>50</u>	<u>English diploma can be reissued to a graduating student when a name change occurred. Request for reissue can only be made once for each student.</u>

Article 3

Except for documents which can be printed by the automatic facility outside the office of Division of Registration and Curriculum, students requesting

official documents from item 14 to item [24](#) should present their student cards. Alumni requesting official documents should present a photo ID that can prove their identities. Letter of Attorney and a photo ID are required if the student cannot make the application in person.

Article 4

The Fee Standards shall be enacted for the implementation upon the approval of Administrative Committee.

Note: The Fee Standards are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.