

Regulations for Students Applying for Student Status and Academic Transcript Documents of National Taipei University of Business

Approved at the 9th Administrative Meeting of the 2nd Semester of Academic Year 2013 on June 12, 2014

Amended and approved at the 4th Administrative Council Meeting of the 1st semester of Academic Year 2015 on September 24, 2015

Amended and approved at the 2nd Academic Affairs Council Meeting of the 1st semester of Academic Year 2015 on December 22, 2015

Amended and approved at the 11th Administrative Council Meeting of the 1st semester of Academic Year 2015 on January 14, 2016

Amended and approved at the 1st Academic Affairs Council Meeting of the 2nd semester of Academic Year 2023 on April 18, 2024

Amended and approved at the 7th Administrative Council Meeting of the 2nd semester of Academic Year 2023 on May 23, 2024

- Article 1 To handle student applications for academic status and academic transcript documents, these Regulations are hereby formulated pursuant to the Academic Regulations of National Taipei University of Business and by making reference to the practices generally adopted by universities and colleges.
- Article 2 Graduates of the Graduate Institute, the undergraduate program, and the junior college program of National Taipei University of Business who apply for academic status and academic transcript documents for the period of their enrollment at the University shall do so in accordance with these Regulations.
Graduates may apply in-person, authorize another person to apply in-person on their behalf, or apply by submitting a written request.
- Article 3 As used in these Regulations, “academic status and academic transcript certificates” include the following types of certificates in Chinese and English:
- I. Degree Certificate
 - II. Certificate of Enrollment
 - III. Transcript
 - IV. Certificate of Class Rank
 - V. Certificate of Leave of Absence
 - VI. Degree (Graduation) Certificate
 - VII. Certificate of Study (Transfer)
 - VIII. Certificate of Enrollment in English
 - IX. Transcript in English
 - X. Certificate of Class Rank in English
 - XI. Certificate of Leave of Absence in English
 - XII. Certificate of Study in English
 - XIII. Degree (Graduation) Certificate in English
 - XIV. Program Credit Certificate
- Article 4 Where a student, due to special needs, applies for certificates other than those listed in the preceding article, the student shall submit a separate project-based application.
For prospective graduates who, due to outstanding required credits, retake or make up courses with a lower class or during the summer session, or who have completed the required credits but have not yet been issued a degree certificate because grades have not yet been finalized, the issuance of relevant documents shall be processed by reference to the approval procedures for a Certificate of Enrollment.
- Article 5 The signature and seal requirements for the various documents under Article 3 are as follows. (Any document whose signature, seal, or requirements are not compliant shall be invalid.)

Document Name	Signature	Seal
Degree Certificate	President, Dean	University seal, University embossed seal
Transcript	None	Stamp of the <u>Registration and Curriculum Division or the</u>

		<u>Continuing Education Division</u>
Certificate of Class Rank	None	Stamp of the <u>Registration and Curriculum Division or the Continuing Education Division</u>
Certificate of Leave of Absence	None	Seal of the Office of Academic Affairs
Degree (Graduation) Certificate	President	University seal, University embossed seal
Certificate of Study (Transfer)	President, Dean of Academic Affairs	University seal, Office of Academic Affairs stamp
Certificate of Enrollment	None	Photocopies of both sides of the student ID card affixed with the stamp of the <u>Registration and Curriculum Division or the Continuing Education Division</u>
Certificate of Enrollment in English	Dean of Academic Affairs	Seal of the Office of Academic Affairs
Certificate of Enrollment in Chinese/English	None	Office of Academic Affairs bilingual stamp (coin-operated self-service printing)
Transcript in English	Dean of Academic Affairs, and <u>the Section Chief of the Registration and Curriculum Division or the Section Chief of the Continuing Education Division</u>	Seal of the Office of Academic Affairs
Certificate of Class Rank in English	<u>Head of the Registration and Curriculum Division</u> or Head of the <u>Continuing Education Program</u>	Stamp of the <u>Registration and Curriculum Division or the Continuing Education Division</u>
Certificate of Leave of Absence in English	Dean of Academic Affairs	Seal of the Office of Academic Affairs
Certificate of Study in English	President	School embossing seal
Degree (Graduation) Certificate in English	President	School embossing seal
Program Credit Certificate	President	University seal, University embossed seal

Article 6 Students applying for the various certificates listed in Articles 3 and 4, except for the Chinese degree certificate which does not require an application, shall complete the application procedures for all other certificates, and such certificates shall be issued only after verification. After submitting an application, applicants shall collect the certificates within three months. The University assumes no responsibility for safekeeping if they are not collected by the deadline.

Article 7 The fees, issuance quantity limits, and processing schedule for the various certificates

under Article 3 are as follows:

Document Name	Fee	Quantity Limit	Processing Schedule	Remarks
Degree Certificate	No charge	One copy	Handled by special application	
Transcript (two types: per semester and cumulative)	NTD 10 processing fee per copy	No limit	Issued on the spot	
Certificate of Class Rank	NTD 10 processing fee per copy	No limit	Issued within three days to one week from the date the application is received	
Certificate of Leave of Absence	No charge	One copy	Issued within three days to one week from the date the application is received	Applications may be filed after the leave of absence application has been approved
Degree (Graduation) Certificate	A processing fee of NT\$100 per copy	One copy	Issued within three days to one week from the date the application is received	Replacement diploma (degree certificate)
Certificate of Study (Transfer)	No charge	One copy	Issued within three days to one week from the date the application is received	Together with one copy of the complete academic transcript
Certificate of Enrollment	No charge	No limit	Issued on the spot	
Certificate of Enrollment in English	Processing fee: NT\$20 per copy	No limit	Issued within three days to one week from the date the application is received	
Certificate of Enrollment in Chinese/English	NTD 10 processing fee per copy	No limit	Issued on the spot	Coin operated printing
Transcript in English	Processing fee: NT\$20 per copy	No limit	Issued within three days to one week from the date the application is received	
Certificate of Class Rank in English	NTD 10 processing fee per copy	No limit	Issued within three days to one week from the date the application is received	
Certificate of Leave of Absence in	Processing fee: NT\$20 per copy	One copy	Issued within three days to one week from	Applications may be filed

English			the date the application is received	after the leave of absence application has been approved
Certificate of Study in English	Processing fee: NT\$20 per copy	One copy	Issued within three days to one week from the date the application is received	Applied after withdrawal
Degree (Graduation) Certificate in English	A processing fee of NT\$100 per copy	One copy	Issued within three days to one week from the date the application is received	Applied after graduation
Program Credit Certificate	No charge	One copy	Handled by special application	
Western-style envelope (for sealing purposes)	NT\$3 each (cost price)	No limit	Issued on the spot	

- Article 8 Chinese transcripts may be collected in-person by the applicant or mailed by the University. For English transcripts, the applicant shall use the University-required Western style envelope, type the recipient's name and address on the envelope, and affix sufficient postage. The University will seal the envelope and mail it.
- Article 9 Students applying for Chinese transcripts (both semester based and overall) may use the coin operated transcript printing system to print them immediately. Requests to affix the transcript certification stamp to photocopied transcripts will not be accepted by the University.
- Article 10 These Regulations apply to the University's graduate institute, undergraduate program, junior college program, and continuing education programs.
- Article 11 Current students of the University and its affiliated schools who need to apply for English transcripts may apply mutatis mutandis in accordance with these Regulations.
- Article 12 These Regulations shall be implemented after approval by the Academic Affairs Meeting and the Administrative Meeting and issuance by the President. Amendments shall follow the same procedure.