

教務處填寫 Fo	r Registry Use Only
提交表格日期:	
提交繳費憑證日期:	

證明文件申請表 APPLICATION FOR TESTIMONIALS

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Nainland Students EEP No. Program Prog		(須與	入學證件一致)	-	1 0001	,			
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*#中文學制課程之成績享及科目簡介等證明文件僅提供英文版本。 ***辨理學生簽注之在學證明僅提供中文版本。 III. 領承方法 DISPATCH METHOD		學制:中/	英/葡 證明	月費:	郵費	:	行政費:	總數:	
□ 到教務處領取 (代領書構同已填会之授権書正本、申請人身份護明文件副本及代領人身份護正本) Collect at Registry (For collection by an authorized person, the delegate must present a signed Authorization Letter, a print copy of the applicant's personal Identity document and the personal Identity document of the delegate.) □ 遠遜 (須額外收取郵寄服務行政手續費50元/份) Express Mail (Additional Express Commission \$50/Copy) 收件人姓名 Addressee 以作人地址 Addressee 以作人地址 Addresse 以作人地址 Addresses 以作人地域 Addresses IV. 學生學明 DECLARATION 1. 未人未結將誠實使用大學出具的任何證明文件,若有不當使用,本人願意承擔一切責任。 1 hereby promise to use any documents, certifications and transcripts issued by the University honestly and I declare that I shall take full personal responsibility and liability for any consequences resulting from the dishonest use of such documents. 2. 学生国私人原因申请懿明文件用於辨理出境或出國簽證所產生的一切風險及不良後果將由學生本人承擔,學校不負相關之責任。 Students will be responsible for all the risks and adverse consequences arising from applying the documents, certifications and transcripts for personal reasons, which are using for the visa application, and the university assumes no responsibility for them. 3. 本人知意若不符合資格,將不獲開具證明且已繳費用不予退回及轉讓。 I acknowledge and understand that if I am not qualified, testimonials will not be issued and fees paid are not refunded or transferred. 申請人簽名 中請日期 Application Date 領取人簽收 領取日期:	*非中文學制課程之成績單及科目	目簡介等證明文	件僅提供英文版本。	**辨3	里學生簽沒	主之在學證明	僅提供中文版本。		
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	領取人 答 · · ·					須取	日期 ·		
	Recipient's Signature								



注意事項

- 一、學生必須填寫充足資料,否則原件退回。申請表格必須提交到大學教務處。
- 二、如學生要求以速遞寄出證明文件,須另行支付行政費用及郵資。
- 三、經大學財務部確認繳費起計三個工作日方可領取申請文件,本處不作另行通知。
- 四、是否發出證明最終由校方決定。無論任何原因,已繳費用恕不退還或轉讓。
- 五、證明文件通常由教務處直接寄給有關機構或學校。若在特殊情況下,須經由學生將證明文件直接送交者, 則該份證明文件之信封由校方蓋印固封,若非由指定收件人啟封,該證明文件作廢。
- 六、學生如對所申請的相關文件一直不作出任何處理,本處有權於學生申請之日起計三個月後銷毀相關文件, 費用不予退還或轉讓。
- 七、申請須按本校規定的「收費標準」向大學財務部繳費。
- 八、根據留學服務中心規定: "从2023年1月1日起,除西班牙、意大利两国的官方学位外,不再为其他国别 (地区)尚未获得证书的证明信持有者提供认证服务。" 故畢業證明並不適用於學歷認證。

NOTES

- 1. Students must ensure all required information is provided in the form, or the application will not be processed. Application form should be submitted to the Registry of the University.
- 2. Students must pay for additional charge and any postage incurred if students wish to obtain the testimonials by express mail.
- 3. The application will be processed after the Finance Division confirms the payment. Students are required to collect the documents after 3 working days without further notice.
- 4. The University has the final decision on whether the testimonials will be issued. Fees are not refundable or transferable once paid.
- 5. Normally testimonials are sent directly to the institutions from the Registry. If under exceptional circumstances a student needs to deliver the testimonial personally to an institution, the testimonial would be sealed in a confidential envelope and handed to the student. The testimonial would be invalid if the seal is broken by person other than the addressee.
- 6. If students have not made any processing in three months after applying for the documents, Registry has the right to cancel the relevant documents without refund or transfer.
- 7. Testimonials should be paid on standard charge to the Finance Division of the University.
- 8. According to the Chinese Service Center for Scholarly Exchange (CSCSE), students are requested to submit Graduate Certificate for degree verification, hence, Testimonial for Graduation is not applicable for degree verification.