

# National Chengchi University Regulations for Issuance of Certificates

Cheng (85) Jiao Zi No. 1088 on Apr 22, 1996

Amended and promulgated Articles 3 and 6 by Cheng Jiao Zi No. 0930001629 on Feb 23,  
2004

Amended and promulgated Articles 2, 3 and 6 by Cheng Jiao Zi No. 0950005099 on May 25,  
2006

Article 1 The issuance of various certificates for students of the University shall be conducted in accordance with these regulations.

Article 2 The certificates mentioned in these regulations shall include the following:

1. Degree certificate.
2. Academic results slip.
3. Semester results slip.
4. Certificate of leave of absence.
5. Certificate of school transfer.
6. Certificate of withdrawal.
7. Certificate of attendance.
8. Certificate of make-up credit.
9. Certificate of education credit.
10. Certificate of result ranking.
11. Degree certificate.
12. Certificate of pass degree.
13. Certificate of expected graduation for Bachelor's program.
14. English degree certificate.
15. English degree certificate
16. English certificate of study.
17. English results slip.
18. English certificate of study.
19. English certificate of leave of absence.
20. English certificate of results ranking.

Article 3 The regulations for signature and seal used for the above certificates mentioned in the preceding article shall be as follows:

Name of certificate	Signature	Seal	No. of copies	Remarks
1. Degree certificate	President, relevant Deans	School's official seal, steel seal	1	
2. Academic results slip	None	Seal of Registration Section	Unlimited	
3. Semester results slip	None	Seal of Registration Section	Unlimited	
4. Certificate of leave of absence	None	Seal of Office of Academic Affairs, steel seal	1	
5. Certificate of school transfer	President, Dean of Academic Affairs	School's official seal, steel seal of Office of Academic Affairs	1	With results slip
6. Certificate of withdrawal	President, Dean of Academic Affairs	School's official seal, steel seal of	1	

		Office of Academic Affairs		
7. Certificate of attendance	President, Dean of Academic Affairs	School's official seal, steel seal of Office of Academic Affairs	1	With results slip
8. Certificate of make up credit	President	School's official seal, steel seal of Office of Academic Affairs	1	
9. Certificate of education credit	President	School's official seal, steel seal of Office of Academic Affairs	1	
10. Certificate of results ranking	None	Seal of Registration Section	Unlimited	
11. Degree certificate	President	School's official seal, steel seal	1	Apply after losing the degree certificate
12. Certificate of pass degree	President	School's official seal, steel seal	Unlimited	Only master's and doctoral graduates of the current year may apply within 6 months after the degree examinations have been recorded
13. Certificate of expected graduation for Bachelor's program	None	Seal of Registration Section	Unlimited	Only graduates of the current year may apply
14. English degree certificate	President	steel seal of Office of Academic Affairs	1	
15. English degree certificate	President	steel seal of Office of Academic Affairs	Unlimited	Apply after graduation
16. English certificate of study	Dean of Academic Affairs	steel seal of Office of Academic Affairs	Unlimited	
17. English results slip	Chief of Registration Section	steel seal of Office of Academic Affairs	Unlimited	
18. English certificate of study	Dean of Academic Affairs	steel seal of Office of Academic Affairs	1	
19. English certificate of leave of absence	Dean of Academic Affairs	steel seal of Office of Academic Affairs	乙份	
20. English certificate of results ranking	Chief of Registration Section	教務處鋼印	不限	

Certificates that do not conform to the regulations for signature and seal used shall be deemed ineffective.

Article 4 Students who need to be issued certificates not mentioned in the preceding article shall apply separately.

Article 5 Students may be issued certificates mentioned in Article 2 after their student status has been approved.

Article 6 Excluding Chinese and English degree certificates and a certificate of leave of absence, the fees for each type of certificate shall be as follows:

1. Re-issuance of Chinese degree certificate: \$100 per copy.
2. Other certificates: \$10 per copy.

Article 7 Students shall complete the application forms or reports for the issuance of various certificates, excluding the Chinese degree certificate.

Article 8 Students shall complete the application procedures when applying for issuance of certificates. The competent department shall issue the certificates sequentially within 3 days. This shall exclude the initial application of English results slips. The issuance time for a Chinese results slip is one working day. The issuance time for an English results slip and an English degree certificate of bachelor's students entering after 1994, and master's and doctoral students entering after 1997 is one working day. Article 9 These regulations and any amendments shall be submitted to the President's office for signature and become effective after promulgation by the President.