

Shih Chien University Regulations Governing Applications for Academic Certificates

Amended at the Meeting of Academic Affairs meeting on March 4, 2014

Articles 4 and 6 Amended at the Academic Affairs meeting on November 25, 2014

Article 1 amended at the Academic Affairs meeting on April 7, 2015

Article 1 Shih Chien University Students (including graduates and matriculated students) shall apply for academic certificates pursuant to the Shih Chien University Regulations Governing Applications for Academic Certificates (hereinafter referred to as “These Regulations”).

If it is determined upon review that students should be dismissed from the school, or if they fail to meet admission or transfer qualifications, no certificates related to their academic studies shall be issued pursuant to Article 39 of the Academic Regulations.

Article 2 The term “academic certificates” as used in these Regulations shall refer to the following certification documents:

1. Certificate of degree in case of loss of diploma
2. Certificate of completion
3. Certificate of leave of absence from study
4. Chinese transcript for a single semester
5. Full academic transcript in Chinese
6. English transcript
7. English certificate of degree conferral
8. English certificate of enrollment
9. English academic certificate
10. Chinese/English ranking certificate

Where students have different demands and wish to apply for certificates other than the ones listed above, they shall submit applications to the academic affairs unit to be handled on a case-by-case basis.

Article 3 Students who wish to apply for academic certificates shall be required to fill out an application form and pay the fees prescribed in Article 4. They shall also present their student ID card or identification documents that prove their alumnus status and abide by the operating procedures prescribed by the academic affairs unit of this University.

Applications for all the academic certificates listed in these Regulations may

be made by the applicant in person by submitting the required certification documents or by proxy or by written correspondence.

Application by proxy shall require presentation of a power of attorney with affixed signature or seal of the applicant.

Application by written correspondence shall require submission of a filled-out application form with an attached copy (marked as “Identical to the Original”) of the front and back of the National ID Card or other identification documents with affixed seal of the applicant that prove the identity of the applicant. These documents shall be sent to the academic affairs unit of this University by registered mail together with the application fee (by money order) and a prepaid return envelope (registered mail) with the name and postal address of the recipient.

Article 4 Fee standards for the aforementioned academic certificates shall be as follows:

1. Processing fee of NT\$ 15 for each Chinese transcript for matriculated students
2. Processing fee of NT\$ 15 for each full academic transcript in Chinese
3. Processing fee of NT\$ 20 for each certificate of pending graduation in Chinese
4. Processing fee of NT\$ 20 for each certificate of enrollment in English
5. Processing fee of NT\$ 20 for each transcript in English
6. Processing fee of NT\$ 200 for each reissued student ID card in case of loss
7. Processing fee of NT\$ 100 for each certificate of degree conferral in English
8. Processing fee of NT\$ 20 for each certificate of completion
9. Processing fee of NT\$ 20 for each Continuing Education credit certificate
10. Processing fee of NT\$ 15 for each ranking certificate in Chinese
11. Processing fee of NT\$ 20 for each ranking certificate in English
12. Processing fee of NT\$ 200 for each reissued diploma in case of loss
13. No fees shall be charged for certificates not listed above. Students shall personally fill out the required application forms for requested certificates as proof for issuance.

Article 5 All academic certificates shall be issued within 7 business days starting from the day following the application date.

Article 6 The original and the copy shall be presented for applications for verification of diploma, English degree certificate, and English academic certificate copies at the academic affairs unit.

Article 7 Where sealed certification documents are required for applications to foreign universities, students shall prepare the required certification documents and an envelope and proceed to the academic affairs unit where documents shall be sealed on the spot after verification. The person in charge shall affix the seal stamp before handing over the envelope to the applicant for mailing.

Article 8 These Regulations and all amendments hereto shall be promulgated and put into effect upon deliberation and ratification by the Academic Affairs Committee and approval by the President.