申請中英文成績單注意事項

**Precautions for Applying Chinese and English Transcripts**

1. 到校申請：
2. 對象：在校生、校友
3. 申請地點：請於服務時間至聯合服務櫃台前之投幣機申請，或至教務處註冊組櫃台填寫申請書申請。
4. 服務時間：依教務處註冊組網頁公告為準(<https://www.yzu.edu.tw/admin/aa/index.php/tw/2016-01-03-18-36-29/2016-01-08-08-47-34>)。
5. 通訊申請：
6. 對象：僅限校友
7. 申請方式：請以掛號來函並檢附雙證件影本（身份證、健保卡或駕照等）、掛號回郵信封及工本費（以等值郵票代替），其餘事項請參閱通訊申請說明。
8. Applying at school:
9. Object: Undergraduates and Schoolmates
10. Applied location: Please come to coin-operated vending machine in front of Joint Service Counter at building 5 to print at service time, or come to Registration Section of Academic Affairs Office to apply.
11. Service time: According to the announcement on the website of the Registration Section of the Academic Affairs Office.

( <https://www.yzu.edu.tw/admin/aa/index.php/tw/2016-01-03-18-36-29/2016-01-08-08-47-34> )

1. Postal Application:
2. Object: Only for Schoolmates.
3. Applied method: Please Register the document and attached the double-credentials (identity card, medical card, or driver license), and enclose the postage stamped addressed envelope for your reply. In addition, please use the postage stamp instead of the fee. For other precautions, please refer to the Registration Application Instructions.

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