

How to print the Enrollment of Certificate?

如何列印在學證明

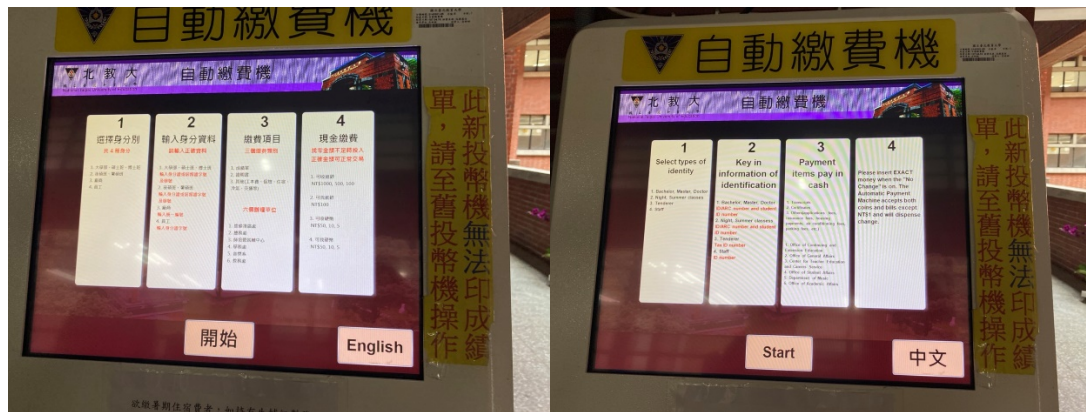
1. Please go to A201 (administration building), there's auto-machine in front of Division of Cashier, and print out the "Enrollment of Certificate" and "Semester Transcript".

請至行政大樓二樓 201 出納組前以自助列印機列印出「在學證明」或「成績單」。



2. Press "Start" and type your "ARC number" & "Student ID" at the first step, then choose the document you wish to apply for. throw the coin NT\$20 to pay the fee of printing afterward.

請點選「開始」，並輸入你/妳的 ARC 號碼以及學號，再點選欲申請的項目後，投入 NT\$20 付費。



3. After finish the payment, please bring the receipt that auto-machine printed out to you to A601 (administration building) and your student ID card, both submit to the staff member (student ID card will be return after checkup).

繳費完成後，請攜帶繳費完成之收據至行政大樓 6 樓教務處，並請攜帶本學期註冊章之學生證供教務人員查驗。

4. Admin staff will issue the Enrollment of Certificate to you.

- For Chinese version: pick up the document immediately.
- For English version: it takes 3 working days.

教務人員會將在學證明印出後、核章，並交給妳/你。

- 中文版本：即時取件
- 英文版本：需三個工作日