

中國醫藥大學各類英文證件申請單

China Medical University Application Form for English Documents

申請日期 (Application Date) : 年(Y) 月(M) 日(D)

姓名 Name	中文 Chinese		學號 Student ID	
	英文 English		電話/手機 Phone/Mobile Number	
Email				
系所 Department/Institute	學系/所 Dept./Inst. 班/組 Class		畢業年月 Graduation Date	年(Y) 月(M)
申請項目 Items	☐ 英文畢業證明書 _____ 份 (每份 30 元) _____ copies of Graduation Certificate (English) (NT \$30 per copy)			
	☐ 英文在學證明書 _____ 份 (每份 30 元), 共新台幣 _____ 元 _____ copies of Certificate of Enrollment (English) (NT \$30 per copy)			
	● 預計畢業年月 Graduation Date : 年(Y) 月(M) (僅延修生可選填 Delayed Graduation Only)			
	● 其他特殊需求 Other Specific Requirements : _____ _____			
	☐ 英文修業證明書 _____ 份 (每份 50 元) Certificate of Program Completion (English) (NT \$50 per copy)			
	☐ 英文休學證明書 _____ 份 (每份 30 元) _____ copies of Certificate of Suspension (English) (NT \$30 per copy)			
	☐ E.C.F.M.G. 申請書 _____ 份 _____ copies of E.C.F.M.G. application forms (English)			
	☐ 彌封處理費 _____ 份 (每份 5 元) Sealing Fee (NT \$5 per copy)			
附註 Remark(s)	☐ 其他 Other : _____			
	1. 須完成該學期之學雜費繳納, 始得開立在學證明。 You could only request a proof of enrollment after you pay the tuition and miscellaneous fees for the semester. 2. 申請證件, 約需 5~7 天, 逾期三個月未領取者作廢。 It usually takes 5-7 working days to process the application. Documents will be disposed of if they are not picked up three months after being issued. 3. 如需郵寄, 請附 A4 信封並貼掛號郵資, 請詳填通訊住址。 For mailing, please attach an A4 envelope with postage and the correct correspondence address. 4. 請附護照影印本。 Please attach a photocopy of your passport.			
領取方式 Way of receiving	☐ 親自領取 In person	☐ 掛號郵寄 Registered mail 地址 Address : _____		

2026.08.25更新

承辦單位(Department) :

註冊課務組 / 研究生教務組 承辦人
 Registration and Curriculum Division /
 Graduate Academic Affairs Division

核 判(Decision) :

教務長
 Dean of Academic Affairs

註冊課務組 / 研究生教務組 組長

Director of Registration and Curriculum Division /
 Director of Graduate Academic Affairs Division