

教務處註冊組 Registrar Division

學籍相關

ENROLLMENT STATUS

服務項目 Services

- 學籍管理 Information about Enrollment Status
- 學業成績管理 Information about Academic Records
- 輔系、雙主修、轉系申請 Applications for minor, double-major studies and department transfer
- 學分抵免申請 Applications for credit transfer
- 休學/退學申請 Applications for study suspension/withdraw
- 學生證補發印製 Issuing Student ID card
- 成績單、在學證明等文件申請 Issue transcripts and certificates
- 畢業離校及學位授予 Issue diplomas

重要提醒(1) Highlight

● 註冊繳費 Tuition Payment

- 繳費單請至校務系統自行下載列印，並依限完成繳費。

Download and print the tuition payment invoice from the School Administration System, and complete payment by deadline.

- 第一階段學雜費列印繳費時程：112年9月1日(五)至112年9月14日(四)

Stage 1. Tuition and Miscellaneous Fees: September 1 (Fri.) to September 14 (Thu.), 2023.

- 第二階段學分費列印繳費時程：112年10月4日(三)至112年10月18日(三)

Stage 2. Credit Fees: October 4 (Wed.) to October 18 (Wed.), 2023

● 成績查詢 How to check your grades online

- 至校務系統線上查詢成績

Check your grades through the Informational Systems

- 於各區教務處辦公室或自動投幣機申請成績單

Apply through the automatic printing service machine and bring it to the Registrar Division to have the seal.
(NT\$20 per copy)

重要提醒(2) Highlight

- **在學證明申請** How to apply for a Certificate of Enrollment
 - 免費版：教務處網站下載「在學證明書」
Download the blank Certificate of Enrollment from the website. (Free)
 - 收費版：20元/份，於各區教務處辦公室或自動投幣機申請
Apply through the automatic printing service machine and bring it to the Registrar Division to have the seal. (NT\$20 per copy)

※在學證明係依據當學期學雜費繳清而開立，其可用於台灣高鐵大學生優惠專案或相關購票優惠等證明。

The certificate of enrollment is issued based on the payment of tuition and fees for the current semester and can be used as proof of Taiwan High Speed Rail Student Discount Tickets or related ticket discount.

- **學生證補發** How to apply for the reissue of a new student card
 - 至校務系統申請線上掛失暨補發
Report your lost student card through the Informational Systems.
 - 至教務處註冊組繳交製卡費用(工本費新臺幣210元)，五個工作天即可領取
The card issuing fee is NT\$ 210 and five working days is needed. The way of payment and procedure of reissue will be indicated by Registrar Division.

教務聯絡窗口 Contact

● 聯絡資訊 Contact Information

- 博愛校區 Bo-Ai Campus
 - (02)2311-3040 ext. 1112 / 1122 / 1123
 - 行政大樓1樓 Administration Building 1F
- 天母校區 Tian-Mu Campus
 - (02)2871-8288 ext. 7503 / 7504
 - 行政大樓1樓 Administration Building 1F

● 教務處網站 Website

- 學校首頁/行政單位/教務處/註冊組
- <https://reg.utapei.edu.tw/?Lang=en>