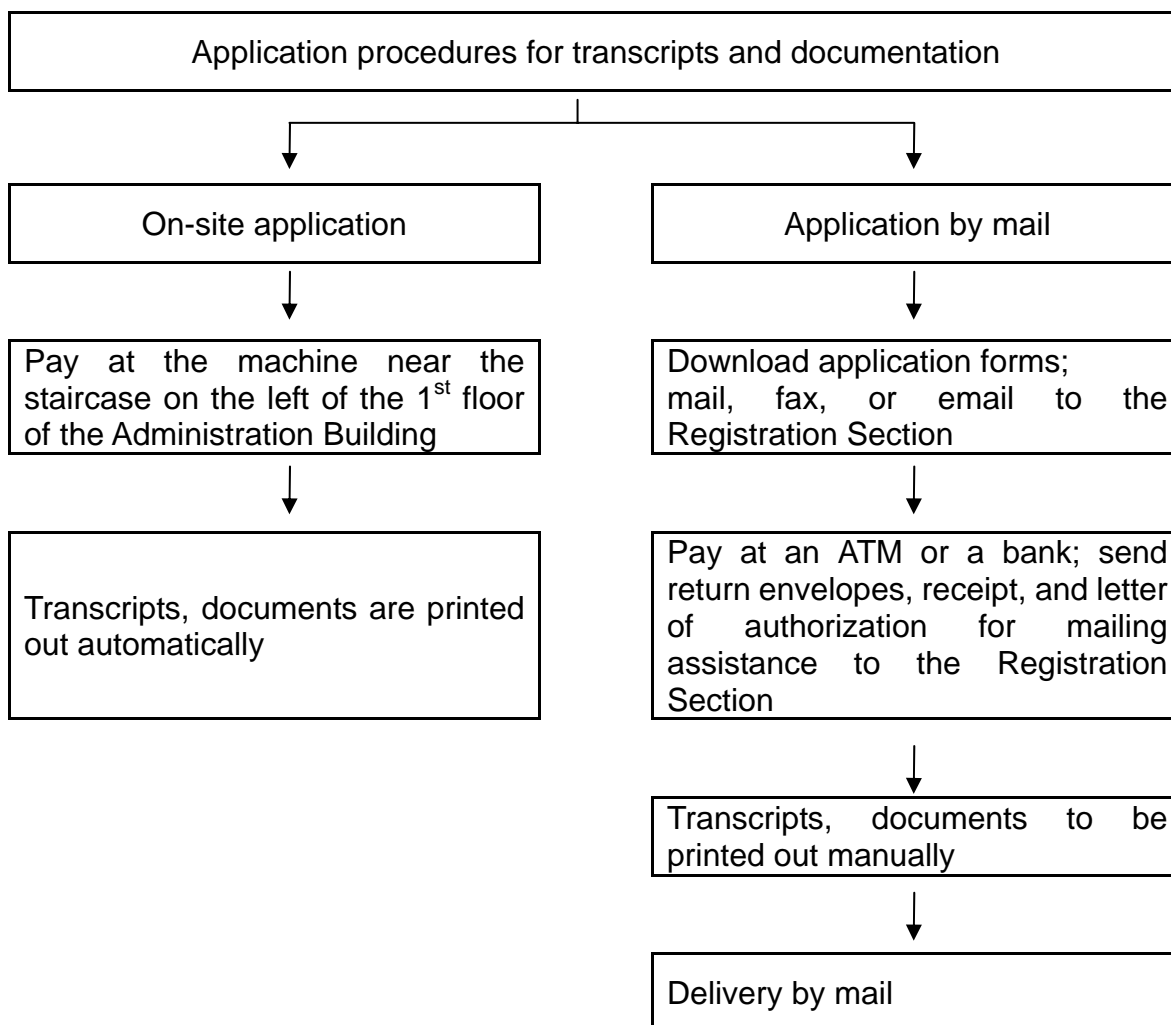


Taipei National University for the Arts
Application Procedures for Transcripts and Documentation



1: Application for transcripts and documentation of enrollment

(1) In person – application at the University

Go to the automated payment machine near the staircase on the left on the first floor of the Administration Building; apply for payment; and about three minutes after paying, the document will come out from the printer on the left.

Note: Graduates who were admitted in the Academic Year 1995 and before have to pay for their applications for Chinese and English transcripts at the machine, and then take the receipt to the Registration Section. The transcripts will be ready in three to seven working days.

(2) By mail – application with options of delivery

(a) Download the application form for transcripts and documentation from the APPLICATION PROCEDURES section on the Registration Section’s webpage. Fill it in

and then send it back by fax, mail, or email to the Registration Section.

- (b) Remit the payment by an ATM or at a bank. Mail the receipt to the Registration Section for verification.
- (c) Send in return envelopes with the address and name of the recipient (the envelopes must be of proper sizes and with postage stamps for registered mail) along with a letter authorizing the Registration Section to mail the documents.

Note: If the applicant is not in Taiwan and is unable to send return envelopes, please email the letter authorizing the mailing assistance service (please attach an electronic file for identity verification). The mail service will be charged at the express air mail rate. The Registration Section will send the applicant a payment notice.

Account for remittance of payment: Taipei National University of the Arts 401
Special Account/Chinatrust Commercial Bank, Zhongxiao Branch/185350003083
(For remittance via ATM, the code of the bank is 822)

2. All other documentation

- (1) Go to the automated payment machine near the staircase on the left on the first floor of the Administration Building; apply for payment; and about three minutes after paying, the application form will come out from the printer on the left.
- (2) Take the payment receipt and the application form to the Registration Section on the second floor of the Administration Building.
- (3) Applications may be made by mail by downloading the application form from the APPLICATION PROCEDURES section on the Registration Section's webpage; fill it in and send it back by fax or email to the Registration Section.
- (4) The applicants should present their ID papers when picking up the documents at the Registration Section according to the given schedule.

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Registration Section, Office of Academic Affairs, Taipei National University of the Arts

Address: No.1 Xueyuan Road, Beitou District, Taipei 112

Tel: 02-28961000 ext. 1215

Fax: 02-28938740

Email: register@academic.tnua.edu.tw