

National Kaohsiung University of Hospitality and Tourism

Application for Proof of Enrolment

Application date	____(M) ____ (D) ____ (Y)	Important notes: 1. All documents produced from this application shall be available at 3:00PM on the day after the application date. 2. Please collect all documents produced from this application within 1 month after they are issued. The section is not responsible for retaining them after this deadline. 3. If this application is not made by the applicant him/herself, please submit a signed authorization form from that applicant.					
Name		Student ID#		Class	Institute / Dept. ____ Year ____ Class		
Item Requested	Unit cost	Copies	Total Cost	Item Requested	Unit cost	Copies	Total Cost
Chinese transcript of grades from all previous years	\$20			Academic credentials certificate (including transcript of grades from all previous years) (limited to students applying for academic withdrawal)	\$20		
English transcript of grades from all previous years	\$20			Proof of enrolment	\$10		
Semester transcript <input type="checkbox"/> Chinese <input type="checkbox"/> English	Semester <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd	\$10		Chinese / English proof of government registration			
Applicant signature		Contact phone #		Total	NTD		
Note: 1. Upon completing the application form, please pay required fees at the Cashier Section on 1/F, and then return the 2 nd copy to the Registration and Curriculum Section. 2. The academic credentials certificate can only be applied for after the school departure procedure is complete.					Cashier Section stamp of payment reception		

1st copy: to be retained by the Cashier Section

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Name		Student ID#		Class	Institute / Dept. ____ Year ____ Class		
Item Requested	Unit cost	Copies	Total Cost	Item Requested	Unit cost	Copies	Total Cost
Chinese transcript of grades from all previous years Indicate ranking? <input type="checkbox"/> yes <input type="checkbox"/> no Citizenship ID card # <input type="checkbox"/> display <input type="checkbox"/> hide	\$20			Academic credentials certificate (including transcript of grades from all previous years) (limited to students applying for academic withdrawal)	\$20		
English transcript of grades from all previous years Indicate ranking? <input type="checkbox"/> yes <input type="checkbox"/> no	\$20			Proof of enrolment <input type="checkbox"/> Chinese <input type="checkbox"/> English	\$10		
Semester transcript <input type="checkbox"/> Chinese <input type="checkbox"/> English	Semester <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd	\$10		Chinese / English proof of government registration			
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2nd copy: to be retained by the Registration and Curriculum Section

Verification stamp for collection of documentation issued for this application		Date	____(M) ____ (D) ____ (Y)	Approval stamp from staff of the Academic Affairs Office	
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